

U.S. Department
of Transportation

United States
Coast Guard



Commandant (G-MP-4)
United States Coast Guard

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COMDTNOTE 5230
1 APR 1987

COMMANDANT NOTICE 5230

CANCELLED: 30 SEP 7

Subj: CH-2 to COMDTINST M5230.23, Marine Safety Information System
(MSIS) Marine Violation Transaction Guide

1. PURPOSE. This notice provides policy guidance and instructions for implementing MSIS usage for waterfront facility and non-vessel port safety violations (Enclosure 2), adds product transaction procedures for the Marine Violation Entry Index (MVEI), and updates the Data Definition Abbreviation Meaning list (Enclosure 1).
2. SUMMARY OF CHANGES. Significant changes are marked by a vertical line in the outside margin. Editorial changes are not marked. The following is a summary of the significant changes.
 - a. 1.F., Enclosure (2): MSIS Marine Violation Policy and Guidance has been amended to expand required usage of MV products from current commercial vessel violations to include all waterfront facility and non-vessel port safety violations where Captain of the Port Letters of Warning are issued, or which are referred to the district for civil penalty action. Waterfront facility and non-vessel port safety violations occurring on or after 1 January 1987 shall be reported via the MSIS Marine Violation Report (MVRR) (RCS-G-MPS-4058AU), in lieu of the Report of Violation, Cg Form 2636 (RCS G-MPS-4058, formerly RCS-C-WPE-14011).
 - b. Chapter 4: Detailed usage instructions for the Marine Violation Product Set Index (MVEI) have been added.
 - c. Chapter 5: Detailed Marine Violation Report (MVRR) usage instructions for processing waterfront facility/non-vessel violations have been added.
 - d. Enclosure (1): The Data Definition Abbreviation Meaning list has been updated.

COMDTNOTE 5230
1 APR 1987

3. ACTION. Remove and insert the following pages:

<u>Remove:</u>	<u>Insert:</u>
v - vi	v - vi
3-1 - 3-2	3-1 - 3-2
4-1 - 4-10	4-1 - 4-5
5-1 - 5-3	5-1 - 5-3b
5-4 - 5-5	5-4 - 5-5b
5-6 - 5-9	5-6 - 5-9c
5-10 - 5-11	5-10 - 5-11c
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5-16 - 5-21	5-16 - 5-21
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5-52 - 5-54	5-52 - 5-54

J. W. KIME
Rear Admiral U.S. Coast Guard
Chief, Office of Marine Safety,
Security and Environmental Protection

Encl: (1) CH-2 to COMDTINST M5230.23

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Coast Guard



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COMDTNOTE 5230
22 OCT 1985

COMMANDANT NOTICE 5230

CANCELLED: 22 APR 1983

Subj: MSIS Marine Violation Policy Guidance; CH-1 to the Marine Safety
Information System Transaction Guide for the Marine Violation Product
Set, MSIS-13, COMDTINST M5230.23

1. PURPOSE. This Notice publishes MSIS Marine Violation (MV) policy as Enclosure (2) to the MV Transaction Guide, MSIS-13, COMDTINST M5230.23.
2. SUMMARY. MSIS Marine Violation policy is added as Enclosure (2) to the MV Transaction Guide. The enclosure modifies existing policy in the guide, and replaces policy detailed in COMDTNOTE 5230/ALDIST 066/85. Specifically, Enclosure (2) provides policy that:
 - a. Expands required usage of MV products to cover most commercial vessel safety and port and environmental safety/marine environmental response violations, and clarifies other applicabilitties.
 - b. Provides detailed policy guidance on unit preparation of the MSIS Violation Report (MVRP), including other MSIS entries required in support of a Violation Report.
 - c. Outlines policy for district handling of MSIS Violation Reports
 - d. Outlines procedures for invalidating or deleting MSIS violation cases.
3. ACTION. Insert Enclosure (2), pages 2-1 through 2-8, enter the change on the Record of Changes, page iv, and place this Notice in front of the guide.

Encl: (1) CH-1 to COMDTINST M5230.23

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Coast Guard**



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COMDTINST M5230.23
APR 26 1984

COMMANDANT INSTRUCTION M5230.23

Subj: Marine Safety Information System Transaction Guide for the Marine
Violations Product Set (MSIS-13)

1. PURPOSE. This manual provides Butdance and detailed instructions for the management and use of the Marine Violations Product Set wlthtn the Marine Safety Information System (Mils). Upon nationwide deployment, MSIS will provide the violation reporting mechanism and the violation histories for vessels and responsible parties, for violations within the purview of the marine safety prostrams
2. DIRECTIVES AFFECTED.
 - a. This guide is Manual 13 of Volume II of the MSIS Users Library.
 - b. Specific program policies relating to the use of Mils transactions will be addressed in the Marine Safety Manual. Interim policy will be published by Commandant Notice (5230 Series).
 - c. Related manuals, with which familiarity is required for use of the Marine Violations product set lnclude=
 - (1) MSIS Basic Users Manual and Operations Guide COMDTINST M5230.11.
 - (2) MSIS Port Safety Transaction Guide, COMDTINST M5230.13
 - (3) MSIS Quick Reference Guide
 - (4) MSIS Vessel File Transaction Guide
 - (5) MSIS Involved Party Transaction Guide
 - (6) MSIS Port File Transaction Guide

3. REPORTS AND FORMS. Upon deployment of MSIS, the following report and form is superseded or otherwise affected:

- a. CC-2636, Report of Violation - only superseded for commercial vessel boarding violations reported through MSIS upon deployment of the Port Safety module.

4. DISCUSSION.

- a. The Marine Violation product set supports the replacement of the Interim MSIS, by providing the mechanism for tracking violation histories for vessels and responsible parties. Violation histories are maintained for several purposes including; 1) making boarding decisions within the Coast Guard's MSO Standard Vessel Boarding Program, and 2) providing historical information to Coast Guard Hearing Officers to be used in determinations of penalty assessment.
- b. The Marine Violation product set is used to create violation reports at the field unit level, as an adjunct to CVS and PES/HER functions. Its use with boarding violations is the first to be implemented nationwide. MSIS violation reports will be reviewed by the district program manager, and appropriate case files will be forwarded to a Hearing Officer. Tracking of case status as well as final resolution will be done at the district level, with automatic updates made to vessel and responsible party histories.
- c. The success of the Marine Violations module, as well as MSIS, relies upon the usability and reliability of the system, and the acceptance of the system by all users at all levels. Commanding Officers and District Commanders are responsible for the implementation of and transition to the MSIS Marine Violations module at the field unit and district levels.

5. ACTION.

- a. Commanding Officers of MSO/COTP/HIOs shall:
 - (1) use the MSIS Violation Report as the basic report for all Port and Environmental Safety boarding violations, and for other marine safety commercial vessel violations as appropriate;
 - (2) control data entry and update into MSIS in accordance with this manual to insure the accuracy and integrity of the data base;
 - (3) oversee validation of MSIS violation reports;
 - (4) record the issuance of all Captain of the Port letters of warning (related to commercial vessels) through the MSIS violation report;

- 5.a. (5) send documents necessary to support violation reports to district by conventional means.
- b. District Commanders shall:
- (1) process MSIS violation reports in accordance with this manual, including review, creation of case files for the Hearing Officer, recording of District letters of warning issued, or other appropriate action;
 - (2) update case status and resolution of all violations using MSIS products as outlined in this manual;
 - (3) provide hard copy violation reports and supporting documents from MSIS to Hearing Officers and others, as needed to establish a case file. Provide supporting documents to Hearing Officers along with hard copy violation reports as necessary;
 - (4) provide District policy guidance on the use of MSIS as appropriate, and consult with the appropriate Headquarters program managers for policies which may be applicable Coast Guard wide.

B.F. HOLLINGSWORTH
Environmental and Systems

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CHAPTER 1. MARINE VIOLATION PRODUCT SET SUMMARY

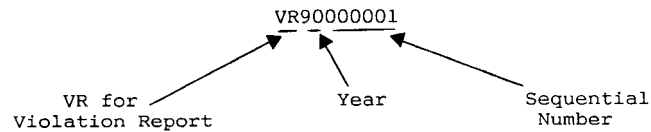
A. General.

1. Design. The Marine Violation product set is designed to capture information about suspensions, revocations, warning actions, and violations. It also provides logs and summaries concerning open and closed violation reports and cases.
2. Use. The product set contains both entry/update and retrieval products. In entry/update mode, MV products facilitate the filing of both violation reports and marine violation cases and provide a way to add violation information to closed Port Safety and Marine Pollution cases. In retrieval mode, MV products display open and closed reports and cases. They also provide comprehensive summaries of violation report and case data.
3. Transaction Guide. This guide presents the Marine Violation transactions, their content, and how they are to be used. The guide also includes a discussion of how the product set works with MSIS, and a discussion of how cases are numbered. Instructions on logging into MSIS and terminal use are contained in the MSIS Basic Users Manual and Operating Guide, COMDTINST M5230.11.

B. Data Controls and Accounting Procedures.

1. MSIS Data Controls. Because MSIS contains an integrated data base, which is updated by all functions which participate in MSIS, certain controls are imposed on certain data to ensure their correctness. From the standpoint of Marine Violation, the following data are used to identify reports and violations.
 - a. Report Number (must be unique)
 - b. Case Number (must be unique)
2. MSIS Accounting Procedures. To delegate control over the data and to properly link Marine Violation activities to their port or vessel, MSIS uses a convention of identification numbers.
 - a. Marine Violation Report Numbers. Marine violation reports are identified with a unique number which permits MSIS to identify a specific event. This number is called a REPORT NUMBER and is the main requirement for accessing violation report information. This number is assigned by MSIS when the Marine Violation Report and Recommendation (MVRR) is filed. It is a 10-character element with the following attributes:

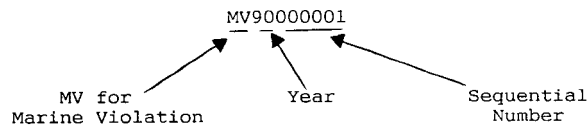
REPORT NUMBER



In the above example, the REPORT NUMBER represents the first Marine Violation report filed in 1990.

- b. Marine Violation Case Numbers. Like Marine violation report numbers, these numbers are used to identify a specific event, i.e., a violation case. This number is assigned when a Marine Violation Case Description (MVCD) is filed. It is a 10-character element with the following attributes:

MARINE VIOLATION CASE NUMBER



- C. Product Descriptions. The Marine Violation product set is designed to support the filing of marine violation reports and case s.

1. Entry, Update and Retrieval Products. These products are accessed using the Marine Violation Entry Index (MVEI) and are described below.

- a. **MVEI**. Marine Violation Entry Index. This products is the master menu or index used to acess all entry/retrieval transactions in the Marine Violation product set.
- b. **MVRR**. Marine Violation Report and Recommendation. This product provides for the reporting of suspension, revocation, and warning actions, and recommended violations to be cited by the district.
- c. **MVCD**. Marine Violation Case Description. This product permits the processing of marine violation cases which are created automatically from MVRR.
- d. **MVAVI**. Marine Violation Add Violation Information. MVAVI provides a way to add violation information to a closed Port Safety of Marine Pollution case.
- e. **MVFI**. Marine Violation Field Information. This product provides a way for Headquarters and hearing officers to supply marine violation information to the field offices.

- 1.C.1. f. **MVBB**. Marine Violation Bulletin Board. This product provides a way for Headquarters and hearing officers to exchange case information and decisions.
- g. **MVCT**. Marine Violation Charge Template. MVCT allows charge number and associated information to be entered, updated, and retrieved.
- h. **MVST**. Marine Violation Specification Template. MVST allows specification number and associated information to be entered, updated, and retrieved.
- i. **MVRS**. Marine Violation Report Status. This product displays all open Violation Reports and Recommendations by port and district.
- j. **MVRL**. Marine Violation Report Log. This product displays all closed Violation Reports and Recommendations by port and district.
- k. **MVSD**. Marine Violation Status at District. This product displays all of the subject districts' open violation cases.
- l. **MVDL**. Marine Violation District Log. This product displays all violation cases closed by the district office.
- m. **MVRSR**. Marine Violation Recommendation Summary Report. This product displays a complete summary of the violation report and related data.
- n. **MVCSR**. Marine Violation Case Summary Report. This product displays a complete summary of the violation case and related data.
- o. **MVCL**. Marine Violation Charge Library. MVCL displays all charges currently in MSIS and allows access to MVCT and MVSL for more information about the charges.
- p. **MVSL**. Marine Violation Specification Library. This product displays the complete list of specifications associated with a particular charge number.
- q. **MVKL**. Marine Violation Key Word Library. MVKL displays specification information for all keywords within a specified range.
- r. **MVKW**. Marine Violation Key Word Alphabetic List. This product presents an alphabetic list of all the keywords defined in MSIS.

II. MARINE VIOLATION PRODUCT SET

A. MSIS DATA CONTROLS

Because MSIS contains an integrated data base, updated by all functions which participate in MSIS, certain controls are imposed on certain data to ensure their correctness. From the standpoint of Marine Violation, the following data are control led for vessels;

- (1) Official Number/Primary Vessel Identification Number
- (2) Vessel Name
- (3) Vessel Flag
- (4) Vessel Call Sign

This means that, when a vessel is recognized by MSIS, the above elements can only be changed via certain transactions which exist outside the Marine Violation product set.

B. MSIS ACCOUNTING PROCEDURES

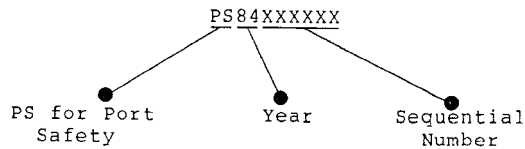
To delegate control over the data and to properly link Marine Violation activities to their proper port, vessel and violation, MSIS uses a convention of identification numbers.

1. PORT SAFETY ACTIVITY CASE CONTROL

All Port Safety activities except PSVH and PSPI logs require a case report. These cases are identified with a unique number which permits MSIS to appropriately identify a specific case.

This number is called a CASE NUMBER and is the predominant requirement for accessing transactions.

CASE NUMBER



In the above example, the CASE NUMBER represents the first Vessel Boarding case in 1984.

All vessel logs, port logs, etc., reference this case number. Case updates can only be performed by the port initially entering the case (although other ports may see it in retrieval mode).

2. VESSEL IDENTIFICATION NUMBER

Each vessel defined to MSIS has at least one vessel identification number (VIN) assigned to it. All linkages between activities, ports and vessels are done via the VIN. The VIN is essentially the name by which MSIS recognizes a vessel. A vessel has one "primary" VIN and up to 4 "alternate" VINs. All of these are unique numbers, and access to vessel-specific information can be made with any of these VINs.

Outside of the Documentation Function, vessels may be defined to MSIS by any function as necessary, e.g., Port Safety, Vessel Inspection, etc. If the user in these other functions allows MSIS to assign the VIN, the number will be of the form:

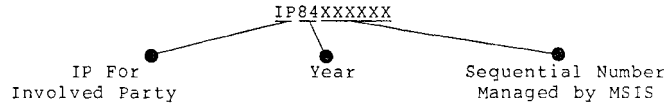
CGXXXXXX

where XXXXXX is a sequential number managed by MSIS. Other numbers may be assigned by the user to have some information value.

3. INVOLVED PARTY IDENTIFICATION

Whenever a person or company is defined initially to MSIS, an identification number is assigned. This number is called the "Involved Party Number" (IPN) and has the following form:

INVOLVED PARTY NUMBER

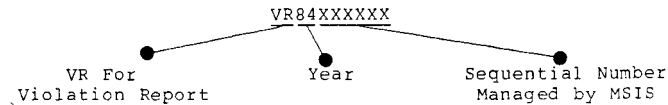


MSIS builds histories of involved parties. Therefore, it is imperative to check and see if the party you wish to identify for a violation already exists in MSIS. If he does, you simply tell MSIS the current IPN

4. VIOLATION REPORT CASE

A Violation Report case is developed in MSIS via the Marine Violation Report and Recommendation (MVRR) product and a Violation Report Case Number is assigned by MSIS. This number has the following form:

VIOLATION REPORT



The Violation Report status and report log reference this case number. Case updates can only be performed by the port and district initially developing the case although other ports and districts may see it in retrieval mode.

5. MARINE VIOLATION CASE

A Marine Violation case is developed in MSIS via the Marine Violation Case Description (MVCD) product and a Marine Violation Case Number is assigned by MSIS. This number has the following form:

MARINE VIOLATION



The Marine Violation status at district and district logs reference this case number. Case updates can only be performed by the district initially developing the case although other ports and districts may see it in retrieval mode.

III. MARINE VIOLATION PRODUCT SET SUMMARY

The Marine Violation product set is designed to accommodate most of the clerical requirements for the basic day-to-day execution of Marine Violation functions.

A. ENTRY AND UPDATE PRODUCTS

Certain Marine Violation products are used for entry and update. To access these products an index is used entitled Marine Violation Entry Index (MVEI). MVEI and the entry/update products are described below.

- | (1) Marine Violation Entry Index (MVEI). This product
| is the master menu or index used to access all
| entry/retrieval transactions in the Marine
| Violation product set.
- (2) Marine Violation Report and Recommendation (MVRR).
This product provides for the reporting of
suspension, revocation, and warning actions, and
recommended violations to be cited by the district.
- (3) Marine Violation Case Description (MVCD). This
product permits the processing of marine violation
cases which are created automatically from MVRR.

B. RETRIEVAL PRODUCTS

The remaining Marine Violation products are used to retrieve certain information. MVEI is used to access these products. This index is also used to retrieve the Marine Violation entry/update products for information purposes.

The retrieval transactions are described below:

- (1) Marine Violation Report Status (MVRS). This
product displays all open Violation Reports and
Recommendations by port and district.

- (2) Marine Violation Report Log (MVRL). This product displays all closed Violation Reports and Recommendations by port and district.
- (3) Marine Violation Status at District (MVSD). This product displays all of the subject districts' open violation cases.
- (4) Marine Violation District Log (MVDL). This product displays all violation cases closed by the district office.

A. Marine Violation Entry Index -- MVEI.

1. MVEI Purpose and Description.

- a. Serves as a master directory to all Marine Violation products in MSIS allowing usage of the SEL command for entry/update or retrieval purposes.
- b. Provides the user with a method of filing a new Violation report (VR).
- c. Is accessed from MSIS, PSEI, MCEI, MPEI, or by free-forming.
- d. FIGURE X-X shows the data definitions for MVEI. See Enclosure (1) for the abbreviation meanings.

2. Accessing MVEI.

- a. Menu. MVEI is normally accessed through MSIS.
- b. Free-Form. MVEI can be accessed through free-form with a case, unit, or by itself:

-MVEI,E,U, or R,CASE=<CASE>
-MVEI,E,U, or R,UNIT=<UNIT>
-MVEI

where:

E = entry mode
U = update mode
R = retrieval mode
CASE = inspection case number
UNIT = port code

EXAMPLE:

-MVEI,R,CASE=VR86000003
-MVEI,R,CASE=MV86000012

- c. Selection From Other Products. MVEI can be accessed from MSIS, PSEI, MCEI, or MPEI.
- d. Product Use Authority Levels.

Retrieval - 1 Entry/Update - 2

3. MVEI Data Entry Requirements and Explanation.

- a. General Processing. MVEI is normally accessed from MSIS with an optional case or unit code The heading paragraph consists of the Marine Violation Report and/or Case number; the action port; a

FIGURE IV-1. MARINE VIOLATION ENTRY INDEX--BLANK FORM

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
MVEI _____ MARINE VIOLATION ENTRY INDEX 11APR84

REPORT NUMBER (VR)/ _____ VIOLATION CASE (MV)/ _____ PORT/ _____
NAME/ _____ VIN/ _____ CALL/ _____ FLAG/ _____
LOG CRITERIA: FROM (SINCE) / _____ TO / _____ NUMBER OF ITEMS.../ _____

--- REPORTS ---	-- MODE --		--- VIOLATIONS ---	-- MODE --	
	ENTRY	RTRV		ENTRY	RTRV
RECOMMENDATION.....(MVRR)	1	11	CASE DESCRIPTION.....(MVCD)	21	31
REPORT STATUS.....(MVRS)	2	12	STATUS AT DISTRICT....(MVSD)	22	32
REPORT LOG.....(MVRL)	*	13	DISTRICT LOG.....(MVDL)	*	33

1.A.3. a vessel's name, VIN, call sign, and flag; log
(Cont'd) criteria dates; and number of items. The second
portion of the scre contains the menu of Marine
Violation products with corresponding selection
numbers for entry/update or retrieval.
Any user with the password authority is allowed to
enter a Marine Violation identifier, a "VR" and/or
"MV" case number, a port/unit code, or a VIN in the
heading paragraph and make selections from the
menu items.

A valid "VR" report number, "NEW" or "NEWF" for
entry of a new facility violation report, must be
present in the heading paragraph prior to selecting
a Marine Violation Report Recommendation (MVRR).
Failure to enter a "VR" report number, "NEW"
"NEWF", or entering an invalid "VR" report number
will result in a "REPORT NUMBER UNKNOWN" message in
the Response line.

To enter a new facility violation report, the
"REPORT NUMBER (VR)/" slot need only have "NEWF"
entered.

To enter a new violation report of any other type,
the user must supply a valid VIN and "NEW" must be
entered in the "REPORT NUMBER (VR)/" slot.

A valid "MV" case number must be present in the
heading paragraph prior to selecting a Marine
Violation Case Description (MVCD). Failure to enter
a "MV" case number or entering an invalid "MV" case
number will result in a "REPORT NUMBER UNKNOWN"
message in the response line.

A user wishing to access any of the Marine Violation
log products must enter a valid port/unit code.
Valid dates may be entered to restrict the display
of information.

The number of items, NITEMS, may be supplied
by the user to force MSIS to format that number of
paragraphs in each of the supplement products.

b. Special Processing. None.

FIGURE IV-2. DATA DEFINITIONS FOR MVEI.

```

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
MVEI          MARINE VIOLATION ENTRY INDEX          11APR84

REPORT NUMBER (VR)/ CM          VIOLATION CASE (MV)/ CM          PORT/ PORT
NAME/          VIN/ VIN          CALL/ LIT          FLAG/
LOG CRITERIA:  FROM (SINCE) / CD          TO / CD          NUMBER OF ITEMS.../ I

    --- REPORTS ---          -- MODE --          --- VIOLATIONS ---          -- MODE --
                                ENTRY RTRV                                ENTRY RTRV
RECOMMENDATION.....(MVRR)    1    11          CASE DESCRIPTION.....(MVCD)    21    31
REPORT STATUS.....(MVRS)     2    12          STATUS AT DISTRICT....(MVSD)    22    32
REPORT LOG.....(MVRL)        *    13          DISTRICT LOG.....(MVDL)      *    33

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FIGURE 4-1. DATA DEFINITIONS FOR MVEI

```

COMMAND / _____ RESPONSE/PLS ENTER YOUR RESPONSE
MVEI                MARINE VIOLATION ENTRY INDEX                14FEB91

REPORT NUMBER (VR)/   CASE   VIOLATION CASE (MV)/   CASE   PORT/   PORT  
ADD VIOLATION INFORMATION TO A POLLUTION CASE (MP).. /   CASE  
NAME/                VIN/   VIN   CALL/   LIT   FLAG/       

CHARGE...../   LIT  
SPECIFICATION/   LIT  
LOG CRITERIA: FROM (SINCE) /   CD   TO /   CD   NUMBER OF ITEMS.../   I  

--- REPORTS ---          -- MODE --          --- VIOLATIONS ---          -- MODE --
                           ENTRY RTRV                           ENTRY RTRV
RECOMMENDATION.....(MVRR) 1 11 CASE DESCRIPTION.....(MVCD) 21 31
REPORT STATUS.....(MVRS) 2 12 STATUS AT DISTRICT.....(MVSD) 22 32
REPORT LOG.....(MVRL) * 13 DISTRICT LOG.....(MVDL) * 33

--- SUMMARIES ---          --- CITATIONS ---
RECOMMENDATION REPORT(MVRSR) 4 14 CHARGE LIBRARY.....(MVCL) * 34
VIOLATION REPORT.....(MVCSR) 5 15 CHARGE TEMPLATE.....(MVCT) 25 35
                                   SPECIFICATION LIBRARY...(MVSL) * 36
--- MAINTENANCE ---          SPECIFICATION TEMPLATE..(MVST) 27 37
ADD VIOLATION INFO...(MVAVI) 6 * KEY WORD LIBRARY.....(MVKL) * 38
                                   KEY WORD ALPHABETIC LIST(MVKW) * 39

--- ADMIN ---
FIELD INFO.. .. (MVFI) 7 17
HO'S BOARD.. .. (MVBB) 8 18

```

TABLE 4-1. MARINE VIOLATION ENTRY/RETRIEVAL SELECT CRITERIA

SEL KEY	PRODUCT	VR Slot	MV Slot	MP Slot	PORT	VIN OR CALL	FROM/TO DATES	NUMBER OF ITEMS	CHARGE	SPECIFI CATION
1	MVRR	NEW ⁽¹⁾				R		(3)		
1		NEW ⁽¹⁾						(3)		
1&11		R ⁽²⁾								
2&12	MVRS									
13	MVRL				R		O			
4&14	MVRSR		R							
5&15	MVCSR		R							
6	MVAVI	R ⁽⁴⁾	R ⁽⁴⁾	R ⁽⁴⁾						
7&17	MVFI									
8&18	MVBB									
21&31	MVCD		R							
22&32	MVSD									
33	MVDL				R		O			
34	MVCL									
25&35	MVCT								R	
36	MVSL									
27&37	MVST									R
9	MVKL									
	MVKW									

R = Required, O = Optional

- (1) To enter a new violation report for a facility, the user must enter "NEWF" in the VR slot. To enter a new violation report of any other type, the user must enter "NEW" in the VR slot and supply a valid VIN or CALL.
- (2) For update or retrieval purposes, a valid VR case is required in the VR slot.
- (3) Field unit may use Number of Items to select the number of legal actions to be reported.
- (4) To access MVAVI, a valid VR, MV, or MP case is required.

CHAPTER 5. MARINE VIOLATIONS

- A. General. Two products handle the reporting and processing of Marine Violations: Marine Violation Report and Recommendation (MVRR) and Marine Violation Case Description (MVCD). A port or a district may use MVRR to report violations for a vessel or a facility. The Marine Pollution Incident Report (MPIR) and Port Safety Discrepancy Report (PSDR) products also create violation reports under certain circumstances. A district uses MVCD to process marine violation cases created by MVRR.

| Two products enable communication between Headquarters,
| hearing officers, and the field. They are Marine Violation
| Field Information (MVFI) and Marine Violation Bulletin Board
| (MVBB). These products allow marine violation information,
| case information, and case decisions to be exchanged.
| Another product, Marine Violation Add Violation Information
| (MVAVI) allows violation information to be added to a closed
| Port Safety or Marine Pollution case.

The Marine Violation product set includes six logs which provide summary information about reports and cases. These logs are:

- (1) Marine Violation Report Log (MVRL) - lists all closed MVRRs.
- (2) Marine Violation Report Status (MVRS) - lists all open MVRRs.
- (3) Marine Violation Status At District (MVSD) - lists all open MVCD cases.
- (4) Marine Violation District Log (MVDL) - lists all closed MVCD cases.
- (5) Marine Violation Recommendation Summary Report (MVRSR) - displays summary information about a violation prior to validation of the MVRR.
- (6) Marine Violation Case Summary Report (MVCSR) - displays summary information about a violation case prior to its validation.

MVRR 1- 21 OF 21 MARINE VIOLATION REPORT AND RECOMMENDATION 12APR84
 VESS NAME/ VIN/ CALL/ FL/
 REPORT: NUMBER/ DATE/ INIT PORT/ DISTRICT/
 REFERENCE: CASE/ DATE/
 REPORT STATUS: OPEN/ CLOSED/ DATE CLOSED/
 NUMBER OF SPECIFIC LEGAL ACTIONS./ VIOLATION CASES INITITATED../

 --- PORT ENDORSEMENT ---
 DATE..../ SUPPLEMENTAL INFO SENT/ _ VALIDATION (X)/
 COMMENTS/

 --- DISTRICT ENDORSEMENT ---
 DATE..../ RETURN FOR REVISION.../ VALIDATION (X)/
 COMMENTS/

FIGURE V-1. MARINE VIOLATIONS REPORT AND RECOMMENDATION--
 BLANK FORM (PORT USE FOR A VESSEL)

12APR84

LOCAL ID/

DATE.../.../...
COMMENTS/

DATE.../

COMMENTS/

--- DISTRICT ENDORSEMENT ---

RETURN FOR REVISION.../

VALIDATION (X)/

CH-2

MVRR

MARINE VIOLATION REPORT AND RECOMMENDATION

12APR84

FACILITY NAME/
DESCRIPTION../

LOCAL ID/

REPORT: NUMBER/ DATE/ INIT PORT/ DISTRICT/
REFERENCE: CASE/ DATE/
REPORT STATUS: OPEN/ CLOSED/ DATE CLOSED/
NUMBER OF SPECIFIC LEGAL ACTIONS./ VIOLATION CASES INITIATED../

--- SPECIFIC LEGAL ACTIONS ---

IDENT/ _____ VIOLATION DATE/ _____ DELETE/ -
CFR-USC/ _____ STATUTORY PENALTY(\$)/ _____
DESCRIPTION/

EVIDENCE.../

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---

PARTY NAME	IPN	ROLE	-- ACTION --		MV CASE
			PORT	DIST	

IDENT/ _____ VIOLATION DATE/ _____ DELETE/ -
CFR-USC/ _____ STATUTORY PENALTY(\$)/ _____
DESCRIPTION/

EVIDENCE.../

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---

PARTY NAME	IPN	ROLE	-- ACTION --		MV CASE
			PORT	DIST	

FIGURE V-1a. (Continued)

MVRR 1- 21 OF 21 MARINE VIOLATION REPORT AND RECOMMENDATION 12APR84

VESS NAME/ VIN/ CALL/ FL/

REPORT: NUMBER/ DATE/ INIT PORT/ DISTRICT/

REFERENCE: CASE/ DATE/

REPORT STATUS: OPEN/ CLOSED/ DATE CLOSED/

NUMBER OF SPECIFIC LEGAL ACTIONS./ VIOLATION CASES INITITATED../

DATE..../ --- PORT ENDORSEMENT ---
COMMENTS/ SUPPLEMENTAL INFO SENT/ VALIDATION (X)/ X

DATE..../ --- DISTRICT ENDORSEMENT ---
COMMENTS/ RETURN FOR REVISION.../ _ VALIDATION (X)/

FIGURE V-2. MARINE VIOLATIONS REPORT AND RECOMMENDATION--
BLANK FORM (DISTRICT USE FOR A VESSEL)

12APR84

LOCAL ID/

CH-2

MVRR

MARINE VIOLATION REPORT AND RECOMMENDATION

12APR84

FACILITY NAME/
DESCRIPTION../

LOCAL ID/

REPORT: NUMBER/ DATE/ INIT PORT/ DISTRICT/
REFERENCE: CASE/ DATE/
REPORT STATUS: OPEN/ CLOSED/ DATE CLOSED/
NUMBER OF SPECIFIC LEGAL ACTIONS./ VIOLATION CASES INITIATED../

--- SPECIFIC LEGAL ACTIONS ---

IDENT/ VIOLATION DATE/ 12APR84 DELETE/
CFR-USC/ STATUTORY PENALTY(\$)/
DESCRIPTION/

EVIDENCE.../

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---

PARTY NAME IPN ROLE -- ACTION --
PORT DIST MV CASE

FIGURE V-2a. (Continued)

WHERE:

E = entry mode,
U = update mode,
R = retrieval mode,
CASE = violation report number
CASE = NEW
CASE = NEWF
VIN = vessel identification number

EXAMPLE

-MVRR,R,CASE=VR83000001,VIN=L676620

or

EXAMPLE (entry for a vessel)

-MVRR,E,CASE=NEW,VIN=DN547919

or

EXAMPLE (entry for a facility)

-MVRR,E,CASE=NEWF

c. SELECTION FROM OTHER PRODUCTS

MVRR can also be accessed from MVRS, MVRL,
PSRP, and VFVL.

3. MVRR DATA ENTRY REQUIREMENTS AND EXPLANATION

MVRR is used in entry and update mode through MVEI to file violations and actions against parties. For a vessel, the MVRR is accessible after its respective Boarding Report (PSBR) has been validated and Legal Actions have been noted in PSBR. Furthermore, a violation report number (assigned after validating the Boarding Report) needs to be entered in MVEI to access MVRR. For a facility, MVRR is accessed directly by either MVEI or free-forming.

To enter a new MVRR for a vessel, "NEW" must be entered in the "REPORT NUMBER (VR)/" slot and a valid VIN or CALL must be supplied on MVEI. To enter a new MVRR

for a facility, only "NEWF" needs to be entered in MVEI's "REPORT NUMBER (VR)/" slot.

The functionality of MVRR for a facility is the same as for a vessel.

Upon entry the user fills out the initial part of MVRR with SUPPLEMENTAL INFO SENT and any COMMENTS. After this portion of MVRR is completed, the remainder will be displayed. In this portion of MVRR, the legal actions and actions against parties are reported. The IDENT number is assigned by the user and an "x" in the DELETE slot will delete the entire block of information relevant to the IDENT number. The user also reports the PORT ACTION against the parties. (The options are S&R, WARN, and RTD) When an RTD is entered and validation has occurred, the MVRR is assigned to the port's district for processing.

MVRR is validated by the port by re-entering MVRR through MVEI and placing an "x" in the VALIDATION slot. The MVRR must be validated by the Port before it is assigned to the district.

The district can process the MVRR in two ways:

- o The district can return the MVRR to the port for revision. This is accomplished in the DISTRICT ENDORSEMENT portion of MVRR.
- o The district can take action by entering CITE in the DIST slot of MVRR and then valldate MVRR.

In retrieval mode, MVRR can be accessed by the port or the district using the appropriate validation report number in MVEI.

4. MVRR DATA DEFINITIONS

FIGURE V-3 (Port Use) and FIGURE V-4 (District Use) show the data definitions and the minimum data for

processing MVRR. See Appendix A for the abbreviation meanings. Table V-1 shows the code values for the footnote numbers indicated in FIGURES V-3 and V-4. FIGURES V-3a and V-4a show the image differences of MVRR for a facility.

5. MVRR USES

The uses of MVRR are illustrated in the following example sequences entitled: Entering Violation Report by Port, Validation of Violation Report by Port, and Processing Violations by District.

MVRR 1- 21 OF 21 MARINE VIOLATION REPORT AND RECOMMENDATION 12APR84
 VESS NAME/ VIN/ CALL/ FL/
 REPORT: NUMBER/ DATE/ INIT PORT/ DISTRICT/
 REFERENCE: CASE/ CN DATE/ CD
 REPORT STATUS: OPEN/ CLOSED/ DATE CLOSED/
 NUMBER OF SPECIFIC LEGAL ACTIONS./ VIOLATION CASES INITITATED../
 --- PORT ENDORSEMENT ---
 DATE..../ SUPPLEMENTAL INFO SENT/ X VALIDATION (X)/
 COMMENTS/ NARR _____

 --- DISTRICT ENDORSEMENT ---
 DATE..../ RETURN FOR REVISION.../ VALIDATION (X)/
 COMMENTS/

FIGURE V-3. DATA DEFINITIONS FOR MVRR (PORT USE FOR A VESSEL)

MVRR 1- 45 OF 45 MARINE VIOLATION REPORT AND RECOMMENDATION 12APR84
 VESS NAME/ VIN/ CALL/ FL/
 REPORT: NUMBER/ DATE/ INIT PORT/ DISTRICT/
 REFERENCE: CASE/ DATE/
 REPORT STATUS: OPEN/ CLOSED/ DATE CLOSED/
 NUMBER OF SPECIFIC LEGAL ACTIONS./ VIOLATION CASES INITITATED../

--- SPECIFIC LEGAL ACTIONS ---

IDENT/ LIT* VIOLATION DATE/ CD* DELETE/ X
 CFR-USC/ NARR* STATUTORY PENALTY(\$)/ I*
 DESCRIPTION/ *
 NARR

 EVIDENCE.../ NARR*

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---

PARTY NAME	IPN*	ROLE*	-- ACTION --		MV CASE
			PORT*	DIST	
	IPN_____	1_____	2_____		
	-----	-----	-----		

IDENT/ LIT_ VIOLATION DATE/ CD_____ DELETE/ X
 CFR-USC/ NARR_____ STATUTORY PENALTY(\$)/ I_____
 DESCRIPTION/
 NARR

 EVIDENCE.../ NARR

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---

PARTY NAME	IPN	ROLE	-- ACTION --		MV CASE
			PORT	DIST	
	IPN_____	1_____	2_____		
	-----	-----	-----		

* These data slots must be filled in to process and to validate.

FIGURE V-3. (Continued)

12APR84

LOCAL ID/

--- PORT ENDORSEMENT ---

COMMENTS/ NARR _____

--- DISTRICT ENDORSEMENT ---

DATE..../
COMMENTS/

FIGURE V-3a. DATA DEFINITIONS FOR MVRR (PORT USE FOR A FACILITY)

FACILITY NAME/
DESCRIPTION../

LOCAL ID/

REPORT: NUMBER/ DATE/ INIT PORT/ DISTRICT/
 REFERENCE: CASE/ DATE/
 REPORT STATUS: OPEN/ CLOSED/ DATE CLOSED/
 NUMBER OF SPECIFIC LEGAL ACTIONS./ VIOLATION CASES INITIATED../

--- SPECIFIC LEGAL ACTIONS ---

IDENT/ LIT* VIOLATION DATE/ CD*____ DELETED/ X
 CFR-USC/ _____ STATUTORY PENALTY(\$)/ I*____
 DESCRIPTION/ *
 NARR _____

EVIDENCE.../ NARR* _____

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---

PARTY NAME IPN* ROLE* -- ACTION --
 PORT* DIST MV CASE
 IFN_____ 1_____ 2_____

IDENT/ LIT_ VIOLATION DATE/ CD_____ DELETED/ X
 CFR-USC/ NARR_____ STATUTORY PENALTY(\$)/ I_____

EVIDENCE.../ NARR _____

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---

PARTY NAME IPN ROLE -- ACTION --
 PORT DIST MV CASE
 IFN_____ 1_____ 2_____

* These data slots must be filled in to process and to validate.

FIGURE V-3a. (Continued)

```

MVRR      1- 21 OF  21      MARINE VIOLATION REPORT AND RECOMMENDATION      12APR84
VESS NAME/                               VIN/           CALL/           FL/

REPORT:  NUMBER/           DATE/           INIT PORT/           DISTRICT/
REFERENCE: CASE/           DATE/
REPORT STATUS:  OPEN/      CLOSED/           DATE CLOSED/
NUMBER OF SPECIFIC LEGAL ACTIONS./          VIOLATION CASES INITITATED../

          --- PORT ENDORSEMENT ---
DATE..../          SUPPLEMENTAL INFO SENT/          VALIDATION (X)/ X
COMMENTS/

          --- DISTRICT ENDORSEMENT ---
DATE..../          RETURN FOR REVISION.../ X          VALIDATION (X)/
COMMENTS/ NARR_____
                _____
                _____
                _____

```

FIGURE V-4. DATA DEFINITIONS FOR MVRR (DISTRICT USE FOR A VESSEL)

12APR84

LOCAL ID/

DATE.../	SUPPLEMENTAL INFO SENT/	VALIDATION (X)/ X
COMMENTS/		

CH-2

12APR84

LOCAL ID/

--- SPECIFIC LEGAL ACTIONS ---

EVIDENCE.../

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---

PARTY NAME	IPN	ROLE	-- ACTION --		MV CASE
			PORT	DIST	
				3	

* This data slot must be filled in to process and to validate.

CH-2

TABLE V-1. CODE VALUES FOR HVRR

(1) ROLE

TNK	-TANKERMAN	PIC	-PERSON-IN-CHg
AGT	-AGENT	SHP	-SHIPPER
MST	-MASTER	CRT	-CHARTERER
ALM	-ALT MASTER	APL	-CFR APPLICANT
UNC	-UNCLASSIFIED	OWN	-OWNER
OPR	-OPERATOR		

(2) PORT ACTION

<u>CODE</u>	<u>MAP</u>	<u>EXPLANATION</u>
S&R	-SUSPENSION AND REVOCATION	S&R PROCEEDINGS ARE CURRENTLY NOT REPORTED IN MSIS
WARN	-COTP WARNING	ISSUANCE OF A COTP LETTER OF WARNING
RTD	-REFER TO DISTRICT	REFERED TO DISTRICT FOR CIVIL PENALTY ACTION

(3) DISTRICT ACTION

CITE	-CITATION	WARN	-WARNING
NONE	-NO ACTION	USA	-US ATTORNEY

MVRR Entry Entering Violation Report By Port

STEP 1

In MVEI:

- RESPONSE:PLS ENTER YOUR RESPONSE
- Enter VIOL. REPORT NUM
- COMMAND: SEL,1
-

COMMAND /SEL,1		RESPONSE/PLS ENTER YOUR RESPONSE	
MVEI		MARINE VIOLATION ENTRY INDEX	
		11APR84	
REPORT NUMBER (VR)	VR84000087	VIOLATION CASE (MV)	PORT/
NAME/		VIN/	CALL/
LOG CRITERIA:	FROM (SINCE) /	TO /	NUMBER OF ITEMS.../
--- REPORTS ---		--- VIOLATIONS ---	
RECOMMENDATION.....(MVRR)		CASE DESCRIPTION.....(MVCD)	
REPORT STATUS.....(MVRS)		STATUS AT DISTRICT....(MVSD)	
REPORT LOG.....(MVRL)		DISTRICT LOG.....(MVDL)	

STEP 2

- MSIS responds with a blank initial portion of MVRR
- RESPONSE:HIT SEND TO ENTER LEG. ACTIONS

MVRR 1- 21 OF 21		MARINE VIOLATION REPORT AND RECOMMENDATION	
		11APR84	
VESS NAME/ LIEBANA		VIN/ L7117872 CALL/ EASE FL/ SF	
REPORT: NUMBER/ VR84000087		DATE/ 11APR84 INIT PORT/ BCL DISTRICT/ CC	
REFERENCE: CASE/ PS84001254		DATE/ 11APR84	
REPORT STATUS: OPEN/ X CLOSED/		DATE CLOSED/	
NUMBER OF SPECIFIC LEGAL ACTIONS/ 1		VIOLATION CASES INITIATED...	
DATE..../ 11APR84		--- PORT ENDORSEMENT ---	
COMMENTS/		SUPPLEMENTAL INFO SENT/	
		VALIDATION (X)/	
DATE..../		--- DISTRICT ENDORSEMENT ---	
COMMENTS/		RETURN FOR REVISION.../	
		VALIDATION (X)/	

MVRR Entry Entering Violation Report By Port

STEP 3

- Enter the information such as SUPPLEMENTAL INFO SENT and COMMENTS

SEND

```
MVRR 1- 21 OF 21 MARINE VIOLATION REPORT AND RECOMMENDATION 11APR84
VESS NAME/ LIEBANA VIN/ L7117852 CALL/ EASE FL/ EF
REPORT: NUMBER/ VR84000087 DATE/ 11APR84 INIT PORT/ BCL DISTRICT/ GC
REFERENCE: CASE/ PS84001293 DATE/ 11APR84
REPORT STATUS: OPEN/ X CLOSED/ DATE CLOSED/
NUMBER OF SPECIFIC LEGAL ACTIONS./ 1 VIOLATION CASES INITIATED../
--- PORT ENDORSEMENT ---
DATE..../ 11APR84 SUPPLEMENTAL INFO SENT/ X VALIDATION (X)/
COMMENTS/ NO OIL RECORD BOOK.
-----
--- DISTRICT ENDORSEMENT ---
DATE..../ RETURN FOR REVISION.../ VALIDATION (X)/
COMMENTS/
```

MVRR Entry Entering Violation Report By Port

STEP 4

- MSIS responds with the remainder of MVRR in blank form
- RESPONSE: PLS ENTER YOUR RESPONSE

MVRR 1- 64 OF 64		MARINE VIOLATION REPORT AND RECOMMENDATION		11APR84	
VESS NAME/ LIEBANA		VIN/ L7117852		CALL/ EASE FL/ SF	
REPORT: NUMBER/ VR84000067		DATE/ 11APR84		INIT PORT/ BCL DISTRICT/ GC	
REFERENCE: CASE/ PS84001293		DATE/ 11APR84			
REPORT STATUS: OPEN/ X		CLOSED/		DATE CLOSED/	
NUMBER OF SPECIFIC LEGAL ACTIONS/ 1		VIOLATION CASES INITIATED/			
--- SPECIFIC LEGAL ACTIONS ---					
IDENT/ G1	VIOLATION DATE/			DELETED/	
	CFR-USC/			STATUTORY PENALTY/ \$17	
DESCRIPTION/					
NO OIL RECORD BOOK					
EVIDENCE.../					

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---					
PARTY NAME	IPN	ROLE	PORT	DIST	MV CASE
UNKNOWN OWNER FROM IMSIS	IP83901201	OWNER			

IDENT/	VIOLATION DATE/			DELETED/	
	CFR-USC/			STATUTORY PENALTY/ \$17	
DESCRIPTION/					
EVIDENCE.../					

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---					
PARTY NAME	IPN	ROLE	PORT	DIST	MV CASE

IDENT/	VIOLATION DATE/			DELETED/	
	CFR-USC/			STATUTORY PENALTY/ \$17	
DESCRIPTION/					
EVIDENCE.../					

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---					
PARTY NAME	IPN	ROLE	PORT	DIST	MV CASE

MVRR Entry Entering Violation Report By Port

STEP 5

- Enter data

•

```

MVRR 1- 64 OF 64 MARINE VIOLATION REPORT AND RECOMMENDATION 11AFR84-
VESS NAME/ LIEBANA VIN/ L7117852 CALL/ EASE FL/ SP
REPORT: NUMBER/ VR84000087 DATE/ 11AFR84 INIT PORT/ BCL DISTRICT/ CC
REFERENCE: CASE/ PS84001293 DATE/ 11AFR84
REPORT STATUS: OPEN/ X CLOSED/ DATE CLOSED/
NUMBER OF SPECIFIC LEGAL ACTIONS./ 1 VIOLATION CASES INITIATED...

--- SPECIFIC LEGAL ACTIONS ---
IDENT/ 01 VIOLATION DATE/ 11AFR84 DELETE/
CFR-USC/ 33CFR155.720 STATUTORY PENALTY$/ 5000
DESCRIPTION/
NO OIL RECORD BOOK
EVIDENCE.../ CHEIF ENGINEER HAD NO KNOWLEDGE OF THE REQUIREMENT FOR POSTING
PROCEDURES.

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---
PARTY NAME IPN ROLE -- ACTION --
UNKNOWN OWNER FROM IMSIS IP93901201 OWNEP PORT DIST MV CASE
RTD...

IDENT/ ---- VIOLATION DATE/ ---- DELETE/
CFR-USC/ STATUTORY PENALTY$/
DESCRIPTION/
EVIDENCE.../

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---
PARTY NAME IPN ROLE -- ACTION --
MV CASE

IDENT/ ---- VIOLATION DATE/ ---- DELETE/
CFR-USC/ STATUTORY PENALTY$/
DESCRIPTION/
EVIDENCE.../

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---
PARTY NAME IPN ROLE -- ACTION --
MV CASE
    
```

MVRR Entry Entering Violation Report By Port

STEP 6

- MSIS responds
with PROD
COMPLETED
SUCCESSFULLY
- RESPONSE: MVEI
NEXT ON QUEUE
-

MVRR 1- 2 OF 2 MARINE VIOLATION REPORT AND RECOMMENDATION 11APR84
PROD COMPLETED SUCCESSFULLY

MVRR Update Validation of Violation Report By Port

STEP 1

In MVEI:

- RESPONSE:PLS
ENTER YOUR
RESPONSE
- Enter VIOL.
REPORT NUM
- COMMAND: SEL,1
-

COMMAND /SEL,1		RESPONSE/PLS ENTER YOUR RESPONSE	
MVEI		MARINE VIOLATION ENTRY INDEX	
REPORT NUMBER (VR) / VR84000087		VIOLATION CASE (MV) /	
NAME /		VIN /	
LOG CRITERIA: FROM (SINCE) /		TO /	
		CALL /	
		FLAG /	
		NUMBER OF ITEMS... /	
--- REPORTS ---	--- MODE ---	--- VIOLATIONS ---	--- MODE ---
	ENTRY RTRV		ENTRY RTRV
RECOMMENDATION.....(MVRR)	1 11	CASE DESCRIPTION.....(MVCD)	21 31
REPORT STATUS.....(MVRS)	2 12	STATUS AT DISTRICT....(MVSD)	22 32
REPORT LOG.....(MVRL)	* 13	DISTRICT LOG.....(MVDL)	* 33

STEP 2

- MSIS responds
with MVRR for
the specified
VR
- To validate
enter an "X"
in VALIDATION
-

MVRR 1- 21 OF 21		MARINE VIOLATION REPORT AND RECOMMENDATION	
VESS NAME/ LIEBANA		VIN/ L7117832 CALL/ EASE FL/ SF	
REPORT: NUMBER/ VR84000087	DATE/ 11APR84	INIT PORT/ BCL	DISTRICT/ CC
REFERENCE: CASE/ PS84001293	DATE/ 11APR84		
REPORT STATUS: OPEN/ X	CLOSED/	DATE CLOSED/	
NUMBER OF SPECIFIC LEGAL ACTIONS./ 1		VIOLATION CASES INITIATED../	
--- PORT ENDORSEMENT ---			
DATE..../ 11APR84	SUPPLEMENTAL INFO SENT/ X	VALIDATION (X)	X
COMMENTS/ NO OIL RECORD BOOK.....			

--- DISTRICT ENDORSEMENT ---			
DATE..../	RETURN FOR REVISION../	VALIDATION (X)/	
COMMENTS/			

MVRR Update Validation of Violation Report By Port

STEP 3

- MSIS responds with validation message
- RESPONSE: MVEI
NEXT ON QUEUE
- **SEND**

MVRR	1- 4 OF 4	MARINE VIOLATION REPORT AND RECOMMENDATION	11APR84
PORT VALIDATION COMPLETED			
REFERRED TO DISTRICT			

MVRR Enter/Update Processing of Violations By District

STEP 1

In MVEI:

- RESPONSE: PLS ENTER YOUR RESPONSE
- Enter VIOL. REPORT NUM
- COMMAND: SEL,1
- **SEND**

```

COMMAND /SEL,1          RESPONSE/PLS ENTER YOUR RESPONSE
MVEI                     MARINE VIOLATION ENTRY INDEX          11APR84

REPORT NUMBER (VR) / VR84000087 VIOLATION CASE (MV) /          PORT /
NAME /                   VIN /          CALL /          FLAG /
LOG CRITERIA: FROM (SINCE) /          TO /          NUMBER OF ITEMS... /

--- REPORTS ---          -- MODE --          --- VIOLATIONS ---          -- MODE --
ENTRY RTRV              ENTRY RTRV              ENTRY RTRV              ENTRY RTRV
RECOMMENDATION.....(MVRR) 1 11          CASE DESCRIPTION.....(MVCD) 21 31
REPORT STATUS.....(MVRS) 2 12          STATUS AT DISTRICT...(MVSD) 22 32
REPORT LOG.....(MVRL) * 13          DISTRICT LOG.....(MVDL) * 33
    
```

STEP 2

- MSIS responds with endorsement part of MVRR (not shown here)
- RESPONSE:HIT SEND TO UPDATE LEG. ACTIONS
- **SEND**
- MSIS responds with remainder of MVRR

```

MVRR 1- 26 OF 26          MARINE VIOLATION REPORT AND RECOMMENDATION          11APR84
VESS NAME/ LIEBANA          VIN/ L7117852 CALL/ EASE          FL/ SF
REPORT: NUMBER/ VR84000087 DATE/ 11APR84 INIT PORT/ BCL          DISTRICT/ GC
REFERENCE: CASE/ PS84001293 DATE/ 11APR84
REPORT STATUS: OPEN/ X          CLOSED/          DATE CLOSED/
NUMBER OF SPECIFIC LEGAL ACTIONS./ 1          VIOLATION CASES INITIATED...

--- SPECIFIC LEGAL ACTIONS ---
IDENT/ G1          VIOLATION DATE/ 11APR84          DELETE/
CFR-USC/ 33CFR155.720          STATUTORY PENALTY($)/ 5000
DESCRIPTION/
NO OIL RECORD BOOK

EVIDENCE.../ CHEIF ENGINEER HAD NO KNOWLEDGE OF THE REQUIREMENT FOR POSTING
PROCEDURES.

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---
FARTY NAME          IPN          ROLE          -- ACTION --
TEAM SHIP INC          IP83901201 OWNER          FORT DIST          MV CASE
RTD          -----
    
```

MVRR Enter/Update Processing of Violations By District

STEP 3

- Enter DIST ACTION, such as CITE
- **SEND**
- RESPONSE: MVEI NEXT ON QUEUE
- **SEND**

```

MVRR      1- 26 OF 26      MARINE VIOLATION REPORT AND RECOMMENDATION      11APR84-
VESS NAME/ LIEBANA                      VIN/ L7117852 CALL/ EASE      FL/ SP
REPORT: NUMBER/ VR84000087 DATE/ 11APR84 INIT PORT/ BCL      DISTRICT/ CC
REFERENCE: CASE/ PS84001293 DATE/ 11APR84
REPORT STATUS: OPEN/ X      CLOSED/      DATE CLOSED/
NUMBER OF SPECIFIC LEGAL ACTIONS./ 1      VIOLATION CASES INITIATED../

      --- SPECIFIC LEGAL ACTIONS ---

IDENT/ G1      VIOLATION DATE/ 11APR84      DELETE/
CFR-USC/ 33CFR155.720      STATUTORY PENALTY(6)/ 5000
DESCRIPTION/
NO OIL RECORD BOOK

EVIDENCE.../ CHEIF ENGINEER HAD NO KNOWLEDGE OF THE REQUIREMENT FOR POSTING
PROCEDURES.

      --- PARTIES AGAINST WHOM ACTION IS TAKEN ---
PARTY NAME      IPN      ROLE      -- ACTION --      MV CASE
TEAM SHIP INC      IP83901201 OWNER      PORT      CITE      RTD      CITE
  
```

STEP 4

- MSIS responds with MVEI (not shown here)
- COMMAND: SEL,1
- **SEND**
- MSIS responds with MVRR
- RESPONSE:HIT SEND TO VALIDATE OR UPDATE
- Enter an "X" in VALIDATION
- **SEND**

```

MVRR      1- 21 OF 21      MARINE VIOLATION REPORT AND RECOMMENDATION      11APR84-
VESS NAME/ LIEBANA                      VIN/ L7117852 CALL/ EASE      FL/ SP
REPORT: NUMBER/ VR84000087 DATE/ 11APR84 INIT PORT/ BCL      DISTRICT/ CC
REFERENCE: CASE/ PS84001293 DATE/ 11APR84
REPORT STATUS: OPEN/ X      CLOSED/      DATE CLOSED/
NUMBER OF SPECIFIC LEGAL ACTIONS./ 1      VIOLATION CASES INITIATED../

      --- PORT ENDORSEMENT ---
DATE.../ 11APR84      SUPPLEMENTAL INFO SENT/ X      VALIDATION (X) X
COMMENTS/ NO OIL RECORD BOOK.

      --- DISTRICT ENDORSEMENT ---
DATE.../ 11APR84      RETURN FOR REVISION.../      VALIDATION (X)/ X
COMMENTS/
  
```

MVRR Enter/Update Processing of Violations By District

STEP 5

- MSIS responds
with DISTRICT
VALIDATION
COMPLETED
- RESPONSE: MVEI
NEXT ON QUEUE
-

MVRR 1- 6 OF 6 MARINE VIOLATION REPORT AND RECOMMENDATION 11AFR6--
DISTRICT VALIDATION COMPLETED
--- THE FOLLOWING VIOLATION CASES WERE INITIATED DURING VALIDATION ---
MV CASE IPN PARTY NAME VIOLATIONS
MV84000040 IP83901201 TEAM SHIP INC 1

B. MARINE VIOLATION CASE DESCRIPTION--MVCD

1. MVCD PURPOSE AND DESCRIPTION

- * Processes MARINE Violation cases which have been created from MVRR.
- * Enters/updates information into the MARINE Violation case.

FIGURE V-5 shows MVCD as it appears on the terminal.

2. ACCESSING MVCD

a. MENU

MVCD is normally accessed through MVEI.

b. FREE FORM

MVCD can be accessed through free form with:

-MVCD,E,U or R,CASE=<CASE>

WHERE:

E = entry mode,
U = update mode,
R = retrieval mode,
CASE = MARINE Violation case number,

EXAMPLE:

-MVCD,E,CASE=MV8300001

c. SELECTION FROM OTHER PRODUCTS

MVCD may be accessed through MVSD, MVDL, and PSRP.

3. MVCD DATA ENTRY REQUIREMENTS AND EXPLANATION

MVCD is used by the District to process the MARINE violation cases which have been created from MVRR. MARINE violation cases are created against a vessel's

```

MVCD      1- 15 OF  15      MARINE VIOLATION CASE DESCRIPTION      12APR84
PARTY NAME...../
CASE NUMBER...../          PORT/          DISTRICT/          IPN...../
REFERENCE REPORT/          NUMBER OF VIOLATIONS/          CASE DATE../
REFERENCE CASE../          DATE CLOSED/

VESS NAME/          VIN/          CALL/          FL/

          --- CASE ACTIONS ---
NOTIFICATION DATE/  _____ LAST ACTION DATE/          CLOSE CASE(X)/  _

          --- SPECIFIC VIOLATION ACTIONS ---
IDENT      CFR/USC      PRELIM      ASSESS      RESOLUTION      AMOUNT
REFERENCE      DETERM($)      MENT($)      STATUS      PAID($)
          -----

```

FIGURE V-5. MARINE VIOLATION CASE DESCRIPTION--BLANK FORM

involved parties once the MVRR has been validated by the port and the district.

In entry/update mode the district user enters MVCD through MVEI using the MARINE violation case number. Upon entry, the user need only fill out the NOTIFICATION DATE, DETERMINATION, ASSESSMENT, STATUS, and AMOUNT PAID. As long as the case is open, the user can update this information. When closed, entries are made on the Violation Log (VFVL), the Responsible Party Histories (PSRP), and the District Log (MVDL).

In retrieval, MVCD can be accessed by the district or the port using MVEI with a MARINE violation case number.

4. MVCD DATA DEFINITIONS

FIGURE V-6 shows the data definitions for MVCD. Table V-2 shows the code values for the footnote numbers indicated in FIGURE V-6. See Appendix A for the abbreviation meanings.

5. MVCD USES

The use of MVCD in entry mode is illustrated in the following example sequence entitled: Processing a Violation Case Description and Viewing MARINE Violation Description Case.

```

MVCD      1- 15 OF  15      MARINE VIOLATION CASE DESCRIPTION      12APR64
PARTY NAME...../
CASE NUMBER...../
REFERENCE REPORT/
REFERENCE CASE../

VESS NAME/                  VIN/                  CALL/                  FL/

NOTIFICATION DATE/ CD*_____ --- CASE ACTIONS ---
                                LAST ACTION DATE/      CLOSE CASE(X)/ X

                                --- SPECIFIC VIOLATION ACTIONS ---
IDENT      CFR/USC      PRELIM*  ASSESS*      RESOLUTION*      AMOUNT*
REFERENCE      DETERM($)  MENT($)      STATUS      PAID($)
              I_____  I_____  1_____  I_____

```

* These data slots must be filled in to process or validate.

FIGURE V-6. DATA DEFINITIONS FOR MVCD

TABLE V-2. CODE VALUES FOR MVCD

(1) STATUS

PGM	-AT PROGRAM MANAGER	DG	-AT HEARING OFFICER
DL	-AT LEGAL OFFICER	WRN	-WARNING
ADM	-ADMIN CLOSED	DSM	-DISMISSED
APP	-ON APPEAL	SET	-SETTLEMENT
COL	-PENDS COLLECTION	PD	-PENALTY PAID
USA	-US ATTORNEY		

MVCD Enter/Update Processing a Violation Case Description

STEP 1

In MVEI:

- RESPONSE:PLS ENTER YOUR RESPONSE
- Enter VIOLATION number
- COMMAND:SEL,21
- **SEND**

COMMAND (SEL,21)		RESPONSE/PLS ENTER YOUR RESPONSE	
MVEI		MARINE VIOLATION ENTRY INDEX 11APR84	
REPORT NUMBER (VR)/	VIOLATION CASE (MV)/	PORT/	FLAG/
NAME/	VIN/	CALL/	
LOG CRITERIA:	FROM (SINCE) /	TO /	NUMBER OF ITEMS.../
--- REPORTS ---		--- VIOLATIONS ---	
-- MODE --		-- MODE --	
ENTRY RTRV		ENTRY RTRV	
RECOMMENDATION.....(MVRR)	1 11	CASE DESCRIPTION.....(MVCD)	21 31
REPORT STATUS.....(MVRS)	2 12	STATUS AT DISTRICT....(MVSD)	22 32
REPORT LOG.....(MVRL)	* 13	DISTRICT LOG.....(MVDL)	* 33

STEP 2

- MSIS responds with requested violation case description
- RESPONSE:PLS ENTER YOUR RESPONSE

MVCD 1- 15 OF 15		MARINE VIOLATION CASE DESCRIPTION	
PARTY NAME...../ TEAM SHIP INC		IPN...../ IF83901201	
CASE NUMBER...../ MV84000040	PORT/ BCL DISTRICT/ CC	CASE DATE.../ 11APR84	
REFERENCE REPORT/ VR84000087	NUMBER OF VIOLATIONS/ 1	DATE CLOSED/	
REFERENCE CASE.../ PS84001293			
VESS NAME/ LIEBANA		VIN/ L7117852 CALL/ EASE FL/ SF	
NOTIFICATION DATE/		--- CASE ACTIONS ---	
		LAST ACTION DATE/ 11APR84 CLOSE CASE(X)/	
--- SPECIFIC VIOLATION ACTIONS ---			
IDENT	CFR/USC	PRELIM	ASSESS
GI	REFERENCE	DETERM(0)	MENT(0)
		RESOLUTION	AMOUNT
		STATUS	PAID(0)

MVCD Enter/Update Processing a Violation Case Description

STEP 3

- Enter/change information such as date, and actions as required

SEND

MVCD		1- 15 OF 15		MARINE VIOLATION CASE DESCRIPTION		11APR84	
PARTY NAME...../ TEAM SHIP INC				IPN...../ IP83901201			
CASE NUMBER...../ MV84000040				PORT/ BCL DISTRICT/ CC		CASE DATE.../ 11APR84	
REFERENCE REPORT/ VR84000087				NUMBER OF VIOLATIONS/ 1		DATE CLOSED/	
REFERENCE CASE.../ PS84001293							
VESS NAME/ LIEBANA				VIN/ L7117852 CALL/ EASE FL/ SP			
NOTIFICATION DATE 11APR84				--- CASE ACTIONS ---			
				LAST ACTION DATE/ 11APR84 CLOSE CASE(X)/			
				--- SPECIFIC VIOLATION ACTIONS ---			
IDENT		CFR/USC	PRELIM	ASSESS	RESOLUTION	AMOUNT	
G1		33CFR155.720	2500	3000	COL	000000	

STEP 4

- MSIS responds with confirmation message
- RESPONSE:MVEI
NEXT ON QUEUE

SEND

MVCD		1- 0 OF 0		MARINE VIOLATION CASE DESCRIPTION		11APR84	
PARTY NAME...../ TEAM SHIP INC				IPN...../ IP83901201			
CASE NUMBER...../ MV84000040				PORT/ BCL DISTRICT/ CC		CASE DATE.../ 11APR84	
REFERENCE REPORT/ VR84000087				NUMBER OF VIOLATIONS/ 1		DATE CLOSED/	
REFERENCE CASE.../ PS84001293							
CASE UPDATED,BUT NOT CLOSED							

MVCD Retrieval Viewing Marine Violation Case Descriptions

STEP 1

In MVEI:

- RESPONSE:PLS
ENTER YOUR
RESPONSE
- Enter VIOLATION
number
- COMMAND:SEL,31
-
- RESPONSE:MVCD
NEXT ON QUEUE
-

COMMAND MVEI		RESPONSE/PLS ENTER YOUR RESPONSE	
SEL,31		MARINE VIOLATION ENTRY INDEX 11APR84	
REPORT NUMBER (VR)/	VIOLATION CASE (MV)/	PORT/	FLAG/
NAME/	VIN/	CALL/	NUMBER OF ITEMS...
LOG CRITERIA: FROM (SINCE) /	TO /		
--- REPORTS ---		--- VIOLATIONS ---	
	MODE --		MODE --
	ENTRY RTRV		ENTRY RTRV
RECOMMENDATION.....(MVRR)	1 11	CASE DESCRIPTION.....(MVCD)	21 31
REPORT STATUS.....(MVRS)	2 12	STATUS AT DISTRICT....(MVSD)	22 32
REPORT LOG.....(MVRL)	* 13	DISTRICT LOG.....(MVDL)	* 33

STEP 2

- MSIS responds
with selected
MVCD
- RESPONSE:MVEI
NEXT ON QUEUE
-

MVCD 1- 29 OF 29		MARINE VIOLATION CASE DESCRIPTION	
		11APR84	
PARTY NAME...../ TEAM SHIP INC	IPN...../ IP83901201		
CASE NUMBER...../ MV84000040	PORT/ BCL DISTRICT/ CC	CASE DATE.../ 11APR84	
REFERENCE REPORT/ VR84000087	NUMBER OF VIOLATIONS/ 1	DATE CLOSED/	
REFERENCE CASE.../ PS84001293			
VESS NAME/ LIEBANA	VIN/ L7117832	CALL/ EASE	FL/ SP
--- CASE ACTIONS ---			
NOTIFICATION DATE/ 11APR84	LAST ACTION DATE/ 11APR84	CLOSE CASE(X)/	
--- SPECIFIC VIOLATION ACTIONS ---			
IDENT	CFR/USC	PRELIM ASSESS	RESOLUTION
REFERENCE	DETERM(S)	MENT(S)	STATUS
G1 33CFR155.720	2500	2000	PENDS COLLECTION
--- SPECIFIC VIOLATIONS ---			
IDENT/ G1	ROLE.../ OWNER	VIOLATION DATE...../ 11APR84	
	CFR-USC/ 33CFR155.720	STATUTORY PENALTY(S)/	2000
DESCRIPTION/			
NO OIL RECORD BOOK			
EVIDENCE.../ CHEIF ENGINEER HAD NO KNOWLEDGE OF THE REQUIREMENT FOR POSTING PROCEDURES.			

C. MARINE VIOLATION REPORT LOG--MVRL

1. MVRL PURPOSE AND DESCRIPTION

- * Displays a list of all closed Violation Report and Recommendations (MVRR) by port or by district.
- * Permits viewing details of individual MVRR's listed in the log.

FIGURE V-7 shows MVRL as it appears on the terminal.

2. ACCESSING MVRL

a. MENU

MVRL is normally accessed through MVEI.

b. FREE FORM

MVRL can be accessed through free form with:

-MVRL,R,UNIT=<UNIT>

WHERE:

R = retrieval mode,
UNIT = unit or district code,

EXAMPLE:

-MVRL,R,UNIT=HMRMS

c. SELECTION FROM OTHER PRODUCTS

MVRL is not accessed from other products.

3. MVRL DATA ENTRY REQUIREMENTS AND EXPLANATION

The user enters MVRL in retrieval mode through MVEI. If desired, upon entry the user may specify FROM and/or TO dates to limit the number of Violation Report and Recommendations displayed.

MVRL	1- 14 OF 14	MARINE VIOLATION REPORT LOG			12APR84
UNIT/		CRITERIA:	NITEMS/	FROM/	TO/
SEL	REPORT	REPORT			
KEY	NUMBER	DATE	VIN	VESSEL NAME	--COTP-- --DIST-- S&R WFN WFN CITE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

FIGURE V-7. MARINE VIOLATION REPORT LOG--BLANK FORM

The number of cases that will be displayed is controlled as follows:

(1) If the FROM DATE and the TO DATE are blank, then all entries will be displayed.

(2) If the FROM DATE is specified, then only entries dated on or later than the FROM DATE will be displayed.

(3) If the TO DATE is specified, then only entries dated on or before the TO DATE will be displayed.

(4) If the FROM and TO dates are both specified, then only those entries on and between the dates will be displayed.

MVRL will then display and list for each case the violation report case number, report date, VIN, vessel name, number of port and district legal actions, and citations.

The user may then select the key number of each MVRR to be viewed.

4. MVRL DATA DEFINITIONS

None.

5. MVRL USES

The use of MVRL is illustrated in the following example sequence entitled: viewing MARINE Violation Report Log.

MVRL Retrieval* Viewing Marine Violation Report Log

STEP 1

In MVEI:

- **RESPONSE: PLS
ENTER YOUR
RESPONSE**
- **Enter PORT**
- **COMMAND: SEL,13**
- **SEND**

COMMAND SEL,13		RESPONSE/PLS ENTER YOUR RESPONSE	
MVEI		MARINE VIOLATION ENTRY INDEX	
		11APR84	
REPORT NUMBER (VR)/	VIOLATION CASE (MV)/	PORT/	GC
NAME/	VIN/	CALL/	FLAG/
LOG CRITERIA:	FROM (SINCE) /	TO /	NUMBER OF ITEMS.../
--- REPORTS ---		--- VIOLATIONS ---	
	-- MODE --		-- MODE --
	ENTRY RTRV		ENTRY RTRV
RECOMMENDATION.....(MVRR)	1 11	CASE DESCRIPTION.....(MVCD)	21 31
REPORT STATUS.....(MVRS)	2 12	STATUS AT DISTRICT....(MVSD)	22 32
REPORT LOG.....(MVRL)	* 13	DISTRICT LOG.....(MVDL)	* 33

MVRL Retrieval* Viewing Marine Violation Report Log

STEP 2

- MSIS responds with a log of closed Violation Report and Recommendations
- RESPONSE:KEY "SEL,1,2..." FOR DETAILS
- COMMAND:SEL,2
- **SEND**

MVRL		1- 14 OF 14		MARINE VIOLATION REPORT LOG				11APR84	
UNIT/ GC		CRITERIA:		NITEMS/	O	FROM/		TO/	
SEL	REPORT	REPORT							
KEY	NUMBER	DATE	VIN	VESSEL NAME		--COTP--		--DIST--	
						S&R	WRN	WRN	CITE
1.	VR84000080	04APR84	L7725154	DANA ARABIA		0	1	0	0
2.	VR84000075	03APR84	L7305679	HUNTER BOW		0	0	0	1
3.	VR84000042	22MAR84	L7820942	SEA-LAND INDEPENDENCE		0	0	0	1
4.	VR84000037	19MAR84	L7725154	DANA ARABIA		0	0	0	1
5.	VR84000033	14MAR84	CC000014	SILENT SWAN		0	1	0	0
6.	VR84000023	07MAR84	L6610546	MIRANDA		0	0	0	1
7.	VR84000018	06MAR84	L6610546	MIRANDA		0	0	0	1
8.	VR84000016	06MAR84	L6610546	MIRANDA		0	1	0	0
9.	VR84000003	22FEB84	L6610546	MIRANDA		0	1	0	1

STEP 3

- MSIS responds with selected MVRR
- RESPONSE:MVRL NEXT ON QUEUE
- **SEND**

MVRR		1- 26 OF 26		MARINE VIOLATION REPORT AND RECOMMENDATION				11APR84	
VESS NAME/ HUNTER BOW				VIN/ L7305679 CALL/ ELGA				FL/ LI	
REPORT: NUMBER/ VR84000075		DATE/ 03APR84		INIT PORT/ BCL		DISTRICT/ CC			
REFERENCE: CASE/ PS84001184		DATE/ 03APR84							
REPORT STATUS: OPEN/		CLOSED/ X		DATE CLOSED/ 03APR84					
NUMBER OF SPECIFIC LEGAL ACTIONS./ 1		VIOLATION CASES INITIATED../ 1							
--- SPECIFIC LEGAL ACTIONS ---									
IDENT/ GMC4		VIOLATION DATE/ 03APR84				DELETE/			
		CFR-USC/ CRF-33				STATUTORY PENALTY(\$)/ 200000			
DESCRIPTION/									
CARGO LEAKING FROM METAL DRUMS									
EVIDENCE.../ BOARDING PARTY STEPPED IN EPOXY.									
--- PARTIES AGAINST WHOM ACTION IS TAKEN ---									
PARTY NAME		IPN		ROLE		-- ACTION --			
HALS CORPORATION		IP83900475		OWNER		PORT DIST		MV CASE	
						RTD CITE		MV84000034	

D. MARINE VIOLATION REPORT STATUS--MVRS

1. MVRS PURPOSE AND DESCRIPTION

- * Displays a list of all open Violation Report and Recommendations (MVRR) by port or by district.
- * Permits viewing details of individual MVRR's listed in the log.

FIGURE V-8 shows MVRS as it appears on the terminal.

2. ACCESSING MVRS

a. MENU

MVRS is normally accessed through MVEI.

b. FREE FORM

MVRS can be accessed through free form with:

-MVRS,R,E, or U,UNIT=<UNIT>

WHERE:

R = retrieval mode,
E = entry mode,
U = update mode,
UNIT = port or district code,

EXAMPLE:

-MVRS,R,UNIT=HMRMS

c. SELECTION FROM OTHER PRODUCTS

MVRS is not accessed from any other products.

3. MVRS DATA ENTRY REQUIREMENTS AND EXPLANATION

The user may enter MVRS in retrieval mode or in entry/update mode through MVEI. If desired, the user may specify FROM and/or TO dates on MVEI to limit the number of Violation Report and Recommendations displayed.

MVRS	1- 15 OF 15	MARINE VIOLATION REPORT STATUS				12APR84
UNIT/		CRITERIA:		FROM/	TO/	
SEL	REPORT	REPORT	REFERENCE			
KEY	NUMBER	DATE	CASE	VIN	VESSEL NAME	CONTROL
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

FIGURE V-8. MARINE VIOLATION REPORT STATUS--BLANK FORM

The number of cases displayed is controlled as follows:

(1) If the FROM DATE and the TO DATE are blank, then all entries will be displayed.

(2) If the FROM DATE is specified, then only entries dated on or later than the FROM DATE will be displayed.

(3) If the TO DATE is specified, then only entries dated on or before the TO DATE will be displayed.

(4) If the FROM and TO dates are both specified, then only those entries on and between the dates will be displayed.

If not limited, MVRS will display a list of all open violation reports (MVRR) in reverse chronological order. For each entry the violation report case number, report date, reference case, VIN, vessel name and control at port or district will be listed. The user may then select the key number of each MARINE violation report to be viewed.

In entry/update mode the open MVRR can be selected from MVRS and modified by the port, if the port has control. However, if the district has control (i.e., the MVRR has been validated by the port and referred to the district), then the district can enter the MVRR (through MVRS) and change the DISTRICT ACTION, only.

4. MVRS DATA DEFINITIONS

None.

5. MVRS USES

The uses of MVRS are illustrated in the following example sequences entitled: Viewing MARINE Violation Report Status Log (in entry mode).

STEP 1

In MVEI:

- **RESPONSE: PLS
ENTER YOUR
RESPONSE**

- **COMMAND: SEL,2**

SEND

COMMAND (SEL,2)		RESPONSE/PLS ENTER YOUR RESPONSE	
MVEI		MARINE VIOLATION ENTRY INDEX 11APR64	
REPORT NUMBER (VR) /	VIOLATION CASE (MV) /	PORT /	
NAME /	VIN /	CALL /	
LOG CRITERIA: FROM (SINCE) /	TO /	NUMBER OF ITEMS... /	
--- REPORTS ---		--- VIOLATIONS ---	
	-- MODE --		-- MODE --
	ENTRY RTRV		ENTRY RTRV
RECOMMENDATION.....(MVRR)	1 11	CASE DESCRIPTION.....(MVCD)	21 31
REPORT STATUS.....(MVRS)	2 12	STATUS AT DISTRICT....(MVSD)	22 32
REPORT LOG.....(MVRL)	* 13	DISTRICT LOG.....(MVDL)	* 33

* MVRS can be accessed in update mode by the port and the district. However, ports and districts will only be allowed to update MVRR's which are under their control.

STEP 2

- MSIS responds with log of all open MVRRs
- RESPONSE:KEY "SEL,1,2..." FOR DETAILS
- COMMAND:SEL,7
-

UNIT/ BCL		CRITERIA: FROM/ TO/		MARINE VIOLATION REPORT STATUS		11APR84
SEL KEY	REPORT NUMBER	REPORT DATE	REFERENCE CASE	VIN	VESSEL NAME	CONTROL
1.	VR84000087	11APR84	PS84001293	L7117852	LIEBANA	DIST
2.	VR84000074	03APR84	ADMIN	L7725154	DANA ARABIA	PORT
3.	VR84000035	15MAR84	ADMIN	0N000003	TEST 4	PORT
4.	VR84000034	15MAR84	PS84000089	0N000003	TEST 4	PORT
5.	VR84000032	14MAR84	PS83000533	L6610546	MIRANDA	DIST
6.	VR84000028	08MAR84	PS84000680	L6610546	MIRANDA	PORT
7.	VR84000021	07MAR84	PS84000680	L6610546	MIRANDA	PORT
8.	VR84000015	06MAR84	PS84000747	L7613064	BETHORE	PORT
9.	VR84000008	01MAR84	PS84000747	L7613064	BETHORE	PORT

STEP 3

- MSIS responds with the initial portion of selected MVRR
- RESPONSE:HIT SEND TO VALIDATE OR UPDATE
- Enter or update information
-

MVRR 1- 21 OF 21		MARINE VIOLATION REPORT AND RECOMMENDATION		11APR84
VESS NAME/ MIRANDA		VIN/ L6610546 CALL/ ----- FL/ BF		
REPORT: NUMBER/ VR84000021 DATE/ 07MAR84 INIT PORT/ BCL DISTRICT/ CC				
REFERENCE: CASE/ PS84000680 DATE/ 07MAR84				
REPORT STATUS: OPEN/ X CLOSED/ DATE CLOSED/				
NUMBER OF SPECIFIC LEGAL ACTIONS/ 1 VIOLATION CASES INITIATED.../				
--- PORT ENDORSEMENT ---				
DATE..../ 11APR84 SUPPLEMENTAL INFO SENT/ X VALIDATION (X)/				
COMMENTS/ PLACARD OF FUEL OIL TRANSFER INSTRUCTIONS MISSING				

--- DISTRICT ENDORSEMENT ---				
DATE..../ RETURN FOR REVISION.../ VALIDATION (X)/				
COMMENTS/				

MVRS Update* Viewing MARINE Violation Report Status Log

STEP 4

- MSIS responds with remainder of MVRR
- RESPONSE:PLS ENTER YOUR RESPONSE
- Enter/update information such as action taken
- SEND

MVRR	1- 54 OF 64	MARINE VIOLATION REPORT AND RECOMMENDATION	CLARREN
VESS NAME/ MIRANDA		VIN/ L6610546 CALL/ ----- FL/ BF	
REPORT: NUMBER/ VR84000021 DATE/ 07MAR84 INIT PORT/ BCL DISTRICT/ CC			
REFERENCE: CASE/ PS84000680 DATE/ 07MAR84			
REPORT STATUS: OPEN/ X CLOSED/ DATE CLOSED/			
NUMBER OF SPECIFIC LEGAL ACTIONS./ 1 VIOLATION CASES INITIATED./			
--- SPECIFIC LEGAL ACTIONS ---			
IDENT/ 1	VIOLATION DATE/ 07MAR84	DELETE/	
	CFR-USC/ 33CFR-155.720	STATUTORY PENALTY(\$)/	5000
DESCRIPTION/			
PLACARD OF FUEL OIL TRANSFER MISSING			
EVIDENCE.../ INSTRUCTIONS WERE NOT FOUND ON DECK			

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---			
	PARTY NAME	IPN	ROLE
UNKNOWN INVOLVED PARTY		IP88800001	OWNER
IDENT/	VIOLATION DATE/	DELETE/	
	CFR-USC/	STATUTORY PENALTY(\$)/	
DESCRIPTION/			
EVIDENCE.../			

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---			
	PARTY NAME	IPN	ROLE
IDENT/	VIOLATION DATE/	DELETE/	
	CFR-USC/	STATUTORY PENALTY(\$)/	
DESCRIPTION/			
EVIDENCE.../			

--- PARTIES AGAINST WHOM ACTION IS TAKEN ---			
	PARTY NAME	IPN	ROLE

STEP 5

- MSIS reponds with
PROD COMPLETED
SUCCESSFULLY
- RESPONSE: MVEI
NEXT ON QUEUE
- **SEND**

MVRR	1- 2 OF 2	MARINE VIOLATION REPORT AND RECOMMENDATION	11APR8-
PROD COMPLETED SUCCESSFULLY			

E. MARINE VIOLATION STATUS AT DISTRICT--MVSD

1. MVSD PURPOSE AND DESCRIPTION

- * Displays a list of all open MARINE violations at the district along with the names of associated involved parties.
- * Permits viewing details of individual MVCD's listed in the log.

FIGURE V-9 shows MVSD as it appears on the terminal.

2. ACCESSING MVSD

a. MENU

MVSD is normally accessed through MVEI and may be used to enter/update information in MVCD.

b. FREE FORM

MVSD can be accessed through free form with:

-MVSD,R,E,or U,UNIT=<UNIT>

WHERE:

R = retrieval mode

E = entry mode

U = update mode

UNIT = district code

EXAMPLE:

-MVSD,R,UNIT=GC

c. SELECTION FROM OTHER PRODUCTS

MVSD is not selected from other products.

3. MVSD DATA ENTRY REQUIREMENTS AND EXPLANATION

The user enters MVSD in retrieval or entry/update mode through MVEI. If desired, upon entry the user may specify FROM and/or TO dates to limit the number of Violation Case Descriptions to be displayed.

The number of cases displayed is controlled as follows:

- (1) If the FROM DATE and the TO DATE are blank, then all entries will be displayed.
- (2) If the FROM DATE is specified, then only entries dated on or later than the FROM DATE will be displayed.
- (3) If the TO DATE is specified then only entries dated on or before the TO DATE will be displayed.
- (4) If the FROM and TO dates are both specified, then only those entries on and between the dates will be displayed.

If not limited, MVSD will display and list all open violation cases in reverse chronological order. Each entry includes the violation case number, report date, port, involved party name and number, and resolution status and date. The user may then select the key number of each violation case (MVCD) to be viewed.

In entry/update mode the open MVCD can be selected from MVSD. The District user can then modify the RESOLUTION STATUS and the AMOUNT PAID.

4. MVSD DATA DEFINITIONS

None.

5. MVSD USES

The use of MVSD is illustrated in the following example sequence entitled: Viewing District Open Cases (in update mode).

MVSD Update Viewing District Open Cases

STEP 1

In MVEI:

- RESPONSE:PLS
ENTER YOUR
RESPONSE
- COMMAND:SEL,22
-

```

COMMAND (SEL,22)
MVEI
MARINE VIOLATION ENTRY INDEX
11APR84

REPORT NUMBER (VR)/ _____ VIOLATION CASE (MV)/ _____ PORT/ _____
NAME/ _____ VIN/ _____ CALL/ _____ FLAG/ _____
LOG CRITERIA: FROM (SINCE) / _____ TO / _____ NUMBER OF ITEMS.../ _____

--- REPORTS --- -- MODE -- -- VIOLATIONS --- -- MODE --
ENTRY RTRV ENTRY RTRV
RECOMMENDATION.....(MVRR) 1 11 CASE DESCRIPTION.....(MVCD) 21 31
REPORT STATUS.....(MVRS) 2 12 STATUS AT DISTRICT....(MVSD) 22 32
REPORT LOG.....(MVRL) * 13 DISTRICT LOG.....(MVDL) * 33
    
```

STEP 2

- MSIS responds
with a list of
the district's
open violation
cases
- RESPONSE:KEY
"SEL,1,2..."
FOR DETAILS
- COMMAND:SEL,1
-

```

MVSD 11 APR 84
MARINE VIOLATION STATUS AT DISTRICT

DISTRICT/ CC CRITERIA: FROM/ TO/
SEL CASE CASE
KEY NUMBER DATE PORT PARTY NAME IDENT STATUS DATE
1. MV84000040 11APR84 BCL TEAM SHIP INC G1 PENDS COLLECTIO 11APR84
2. MV84000024 22MAR84 BCL UNKNOWN INVOLVED PAR 0001 PENALTY PAID 22MAR84
3. MV84000013 07MAR84 BCL UNKNOWN INVOLVED PAR 1 PENDS COLLECTIO 07MAR84
4. MV84000012 06MAR84 BCL UNKNOWN INVOLVED PAR 1 PENALTY PAID 04APR84
    
```

MVSD Update Viewing District Open Cases

STEP 3

- MSIS responds with selected MVCD
- RESPONSE:PLS ENTER YOUR RESPONSE

MVCD 14-10-01-15		MARINE VIOLATION CASE DESCRIPTION		11APR84
PARTY NAME...../ TEAM SHIP INC				
CASE NUMBER...../ MV84000040		PORT/ BCL	DISTRICT/ GC	IPN...../ IP83901200
REFERENCE REPORT/ VR84000087		NUMBER OF VIOLATIONS/ 1		CASE DATE.../ 11APR84
REFERENCE CASE.../ PS84001293				
VESS NAME/ LIEBANA		VIN/ L7117852		CALL/ EASE FL/ SP
--- CASE ACTIONS ---				
NOTIFICATION DATE/ 11APR84		LAST ACTION DATE/ 11APR84		CLOSE CASE(X)/
--- SPECIFIC VIOLATION ACTIONS ---				
IDENT	CFR/USC	PRELIM	ASSESS	RESOLUTION
	REFERENCE	DETERM(\$)	MENT(\$)	STATUS
G1	33CFR155.720	2500	2000	PENDS COLLECTION
				AMOUNT PAID \$
				0

STEP 4

- Enter or update information, such as RESOLUTION STATUS and AMOUNT PAID(\$)

•

MVCD 14-10-01-15		MARINE VIOLATION CASE DESCRIPTION		11APR84
PARTY NAME...../ TEAM SHIP INC				
CASE NUMBER...../ MV84000040		PORT/ BCL	DISTRICT/ GC	IPN...../ IP83901200
REFERENCE REPORT/ VR84000087		NUMBER OF VIOLATIONS/ 1		CASE DATE.../ 11APR84
REFERENCE CASE.../ PS84001293				
VESS NAME/ LIEBANA		VIN/ L7117852		CALL/ EASE FL/ SP
--- CASE ACTIONS ---				
NOTIFICATION DATE/ 11APR84		LAST ACTION DATE/ 11APR84		CLOSE CASE(X)/
--- SPECIFIC VIOLATION ACTIONS ---				
IDENT	CFR/USC	PRELIM	ASSESS	RESOLUTION
	REFERENCE	DETERM(\$)	MENT(\$)	STATUS
G1	33CFR155.720	2500	2000	PD.....
				AMOUNT PAID \$
				11000

COMMAND/ _____ RESPONSE/ KEY "MORE" FOR NEXT PAGE
MVRSR MARINE VIOLATION RECOMMENDATION SUMMARY REPORT 26SEP89

INIT PORT/ JUNMS VIOLATION CASE../ VR89004609 SUMMARY DATE/ 26SEP89
DISTRICT / 17M CASE DATE...../ 04AUG89 PAGE/ 1

***** INVOLVED SUBJECT *****
NAME/ JULIANA ROSE VIN/ D525605 CALL/ WY8841 FLAG/ US
SERVICE/ FISHING BOAT

GROSS TONS/ 13 ROUTE...../ U.S. INSPECTED? / N
NET TONS../ 10 REG. LENGTH/ 35.100 U.S. DOCUMENTED?/ N
DWT...../ 0 BUILD DATE /

CAPACITY UNITS
0

46CFR SUBCHAPTER D AUTHORITY: HIGHEST GRADE/
PROPULSION/ FUEL..../
FUEL TANKS/ 10 BULK LUBE OIL

***** ORIGINATING CASE INFORMATION *****

CASE/ PS89064549
TYPE/ PORT SAFETY BOARDING
BOARD DATE/ 19JUL89 VOYAGE: ARRIVED FROM/ BF
BOARD TIME/ 1300 DEPARTED TO / BF
LOCATION../ M/R, MERYLL STEVENS, N.W. 12TH CT.
RIVERSIDE

***** PARTIES REFERRED FOR ACTION *****
NO DATA CURRENTLY EXISTS.

***** PORT ENDORSEMENT *****
DATE.../ 16AUG89 SUPPLEMENTAL INFO SENT/ VALIDATION (X)/ X
COMMENTS/ ISSUED LETTER OF WARNING #890031.

***** DISTRICT ENDORSEMENT *****
DATE.../ RETURN FOR REVISION/ VALIDATION (X)/
NO COMMENTS EXIST.

FIGURE 5-11. EXAMPLE OF MVRSR

COMMAND/ _____ RESPONSE/ MVEI NEXT ON QUEUE
MVRSR MARINE VIOLATION RECOMMENDATION SUMMARY REPORT 26SEP89

INIT PORT/ JUNMS VIOLATION CASE../ VR89004609 SUMMARY DATE/ 26SEP89
DISTRICT / 17M CASE DATE...../ 04AUG89 PAGE/ 2

--- SPECIFIC LEGAL ACTIONS ---

IDENT	VIOL. DATE	LAW/REGULATION	STAT PENALTY
0001	19JUL89	33 CFR 88.05	5000

DESCRIPTION/

A VIOLATION OF 33 CFR 88.05 IN THAT VESSEL WAS OPERATING WITHOUT A COPY OF
THE INLAND NAVIGATION RULES.

33 USC 2071; PENALTY 33 USC 2072(A)

EVIDENCE/ VERIFIED BY BOARDING OFFICER, MASTER HARCOURT BROWN, COULD NOT
PRODUCE A COPY OF THE INLAND NAVIGATION RULES OR A COPY OF 33
CFR.

*** END ***

FIGURE 5-11. EXAMPLE OF MVRSR (CONTINUED)

(1) If the FROM DATE and the TO DATE are blank, then all entries will be displayed.

(2) If the FROM DATE is specified, then only entries dated on or later than the FROM DATE will be displayed.

(3) If the TO DATE is specified, then only entries dated on or before the TO DATE will be displayed.

(4) If the FROM and TO dates are both specified, then only those entries on and between the dates will be specified.

If not limited, MVDL will display total cases on file in reverse chronological order, and list for each case the case number, open and closed date, responsible party name, IPN, and amount paid. The user may then select the key number of each case (MVCD) to be viewed.

4. MVDL DATA DEFINITIONS

None.

5. MVDL USES

The use of MVDL is illustrated in the following example sequence entitled: Viewing District Log.

COMMAND/ _____ RESPONSE/ KEY "MORE" FOR NEXT PAGE
MVCSR MARINE VIOLATION CASE SUMMARY REPORT 26SEP89

INIT PORT/ JUNMS VIOLATION CASE../ MV89001710 SUMMARY DATE/ 26SEP89
DISTRICT / 17M CASE DATE...../ 04MAY89 PAGE/ 1

***** INVOLVED SUBJECT *****
NAME/ JULIANA ROSE VIN/ D525605 CALL/ WY8841 FLAG/ US
SERVICE/ FISHING BOAT

GROSS TONS/ 13 ROUTE...../ U.S. INSPECTED? / N
NET TONS../ 10 REG. LENGTH/ 35.100 U.S. DOCUMENTED?/ N
DWT...../ 0 BUILD DATE / CAPACITY UNITS
0

46CFR SUBCHAPTER D AUTHORITY: HIGHEST GRADE/
PROPULSION/ FUEL..../
FUEL TANKS/ 10 BULK LUBE OIL

***** ORIGINATING CASE INFORMATION *****
ORIG. CASE/ ADMIN VIOL. REPORT/ VR89002539
ORIG. TYPE/ ADMINISTRATIVE ACTION

***** INVOLVED PARTY *****
GEORGE N STEPANOFF ROLE..../ OWNER
IPN...../ IP88030148
ALT. IPN/

CHIGNIK
AK 99564

***** PORT ENDORSEMENT *****
DATE..../ 27APR89 SUPPLEMENTAL INFO SENT/

***** DISTRICT ENDORSEMENT *****
DATE..../ 04MAY89
COMMENTS/ CASE IS FORWARDED FOR ACTION. RECOMMEND THE FOLLOWING AMOUNTS:
IDENT VR1 - \$100.00
IDENT VR2 - \$100.00

G.C. SACKS BY DIRECTION

***** VIOLATION CASE ACTIONS *****
NOTIFICATION DATE/ 04MAY89 LAST ACTION DATE/04MAY89 CLOSED DATE../

--- SPECIFIC VIOLATION ACTIONS ---

IDENT	CFR/USC REFERENCE	PRELIM DETERM(\$)	ASSESS- MENT(\$)	RESOLUTION STATUS	AMOUNT PAID(\$)
VR1	46CFR67.45-9			AT HEARING OFFICER	
VR2	46CFR67.45-11			AT HEARING OFFICER	

FIGURE 5-12. EXAMPLE OF MVCSR

COMMAND/ RESPONSE/ MVEI NEXT ON QUEUE
MVCSR MARINE VIOLATION CASE SUMMARY REPORT 26SEP89

INIT PORT/ JUNMS VIOLATION CASE../ MV89001710 SUMMARY DATE/ 26SEP89
DISTRICT / 17M CASE DATE...../ 04MAY89 PAGE/ 2

--- SPECIFIC LEGAL ACTIONS ---

IDENT	VIOL. DATE	LAW/REGULATION	ASSESS- MENT(\$)	RESOLUTION STATUS
VR1	27APR89	46CFR67.45-9	0	AT HEARING OFFICER
DESCRIPTION/ FAILURE TO RENEW CERTIFICATE OF DOCUMENTATION				

EVIDENCE/ A RENEWAL NOTICE WAS SENT TO THE OWNER IN DECEMBER 1988; NO
RESPONSE WAS RECEIVED AND THE DOCUMENT EXPIRED 31 JANUARY 1989.
A SECOND NOTICE WAS SENT 6 MARCH 1989; AGAIN WITH NO RESPONSE.

VR2	27APR89	46CFR67.45-11	0	AT HEARING OFFICER
DESCRIPTION/ FAILURE TO SURRENDER CERTIFICATE OF DOCUMENTATION				

EVIDENCE/ THE DOCUMENT EXPIRED 31 JANUARY 1989 AND THE OWNER DID NOT
SURRENDER IT AS IS REQUIRED WHEN IT BECOMES INVALID.

*** END ***

FIGURE 5-12. EXAMPLE OF MVCSR (Continued)

J. Marine Violation Field Information -- MVFI

1. MVFI Purpose and Description.

- a. Provides a means for Headquarters (GLMI) and the hearing officers to supply MARINE violation information to the field offices.
- b. FIGURE 5-14 shows the data definitions for MVFI.
- c. The example sequence, Changing Violation Field Information, illustrates how to use MVFI.

2. Accessing MVFI.

- a. Menu. MVFI is normally accessed through MVEI.
- b. Free-Form. MVFI can be accessed through free-form with:

-MVFI,<E, U, or R>

where

E = entry mode

U = update mode

R = retrieval mode

NOTE: The mode is meaningless unless your login port is GLMI, 01DJ, 02DJ, 05DJ, 07DJ, 08DJ, 09DJ, PACPJ, or PMLC1.

EXAMPLE:

-MVFI

- c. Selection from Other Products. MVFI can not be accessed from other products.
- d. Product Use Authority Levels.

Retrieval - 1

Entry/Update - 2 and login port is GLMI, 01DJ, 02DJ, 05DJ, 07DJ, 08DJ, 09DJ, PACPJ, or PMLC1.

Deletion - 4 and login port is GLMI.

3. MVFI Data Entry Requirements and Explanation.

a. General Processing.

- (1) You may enter MVFI through MVEI or by free-forming. If your port code is GLMI, 01DJ,

- 5.J 3. a. (1) (Cont'd) 02DJ, 05DJ, 08DJ, 09DJ, PACPJ, or PMLC1 and you want to make new violation information available to the field offices, access MVFI in Entry mode. MVFI responds by requesting input for the total number of lines needed to create the message(s). Supply a number from 1 to 99 and press **SEND**. The next screen displays the requested number of blank lines. Enter your information and press **SEND** when it is complete.
- (2) To change existing field information, access MVFI in Update mode. MVFI displays the total number of lines which comprise the existing message(s) and asks you to supply the total number of lines the modified information will require. The number you supply must be the sum of the existing lines and the new lines. After pressing **SEND**, MVFI displays the current information, nothing that existing lines are deleted by blanking them out. Press **SEND** after the information has been modified.
- (3) when the existing information needs to be deleted, access MVFI in Retrieval mode. If you have appropriate authority, the message "KEY KILL TO DELETE INFORMATION" appears on the Response line as MVFI displays the violation field information. Enter "KILL" on the command line to remove all previously saved text.

b. Special Processing.

- (1) Every time violation field information is added or changed, the MSIS Directory data slot that appears on the MVEI listing is changed to the current system date. This Date is not modified if you access MVFI but do not make any changes or if, during the same session, you revert changes back to the original text. When a MVFI is deleted, the date slot is blanked out.

SCREEN 1

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
MVFI MARINE VIOLATION FIELD INFORMATION 30APR86
CURRENT FIELD INFORMATION REQUIRES 4 IMAGE LINES. PLEASE ENTER TOTAL LINE
ESTIMATE FOR NEW FIELD INFORMATION./ I

FIGURE 5-14. DATA DEFINITIONS FOR MVFI

SCREEN 2

```
COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
MVFI      MARINE VIOLATION FIELD INFORMATION          30APR86

          --- FIELD INFORMATION ---

  NARR _____
  _____
  _____
  _____
  _____
```

FIGURE 5-14. DATA DEFINITIONS FOR MVFI (Cont'd)

MVFI Entry/Update Changing Violation Field Information

STEP 1

◆ COMMAND: SEL,7

◆ SEND

```

COMMAND/SEL,7_____ RESPONSE/ PLS ENTER YOUR RESPONSE
MVEI _____ MARINE VIOLATION ENTRY INDEX _____ 01FEB91

REPORT NUMBER (VR)/ _____ VIOLATION CASE (MV)/ _____ PORT/ _____
ADD VIOLATION INFORMATION TO A POLLUTION CASE (MP).. / _____
NAME/ _____ VIN/ _____ CALL/ _____ FLAG/ _____

CHARGE...../ _____
SPECIFICATION/ _____
LOG CRITERIA: FROM (SINCE) / _____ TO / _____ NUMBER OF ITEMS.../ 0

    --- REPORTS ---          -- MODE --          --- VIOLATIONS ---          -- MODE --
                                ENTRY RTRV                                ENTRY RTRV
RECOMMENDATION.....(MVRR)  1   11    CASE DESCRIPTION.....(MVCD)  21  31
REPORT STATUS.....(MVRS)   2   12    STATUS AT DISTRICT.....(MVSD)  22  32
REPORT LOG.....(MVRL)   *   13    DISTRICT LOG.....(MVDL)   *   33

    --- SUMMARIES ---
RECOMMENDATION REPORT(MVRSR)  4   14    --- CITATIONS ---
VIOLATION REPORT.....(MVCSR)  5   15    CHARGE LIBRARY.....(MVCL)   *   34
                                         CHARGE TEMPLATE.....(MVCT)  25  35
                                         SPECIFICATION LIBRARY...(MVSL)  *   36
                                         SPECIFICATION TEMPLATE..(MVST)  27  37
    --- MAINTENANCE ---
ADD VIOLATION INFO...(MVAVI)  6   *    KEY WORD LIBRARY.....(MVKL)   *   38
                                         KEY WORD ALPHABETIC LIST(MVKW)  *   39

    --- ADMIN ---
FIELD INFO..29JAN91.. (MVFI)  7   17
HO'S BOARD..29JAN91.. (MVBB)  8   18

```


MVFI Entry/Update Changing Violation Field Information

STEP 2

- ◆ Enter the number of lines the modified message will require

- ◆

SEND

```
COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
MVFI          MARINE VIOLATION FIELD INFORMATION          01FEB91

CURRENT FIELD INFORMATION REQUIRES  4  IMAGE LINES. PLEASE ENTER TOTAL LINE
ESTIMATE FOR NEW FIELD INFORMATION./  5
```

MVFI Entry/Update Changing Violation Field Information

STEP 3

- ♦ MVFI responds with the current message and enough blank lines to meet the requested total number of lines
- ♦ Modify the information as is appropriate
- ♦ SEND to save modified information

```
COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
MVFI          MARINE VIOLATION FIELD INFORMATION          01FEB91
```

--- FIELD INFORMATION ---

WELCOME ONE AND ALL TO THE MARINE VIOLATION

FIELD INFORMATION PRODUCT

K. MARINE Violation Bulletin Board -- MVBB

1. MVBB Purpose and Description.

- a. Provides a means for Headquarters (GLMI) and hearing officers to exchange case information and decisions.
- b. FIGURE 5-15 shows the data definitions for MVBB.
- c. The example sequence, Changing Bulletin Board Information, illustrates how to use MVBB.

2. Accessing MVBB.

- a. Menu. MVBB is normally accessed through MVEI.
- b. Free-Form. MVBB can be accessed through free-form with:

-MVBB,<E, U, or R>

where

E = entry mode

U = update mode

R = retrieval mode

NOTE: The mode is meaningless as the product appears to function the same in any mode.

EXAMPLE:

-MVBB

- c. Selection from Other Products. MVBB can not be accessed from other products.
- d. Product Use Authority Levels.

Retrieval - 1 and login code is GLMI, 01DJ, 02DJ, 05DJ, 07DJ, 08DJ, 09DJ, PACPJ, or PMLC1.

Entry/Update - 2 and login port is GLMI, 01DJ, 02DJ, 05DJ, 07DJ, 08DJ, 09DJ, PACPJ, or PMLC1.

Deletion - 4 and login port is GLMI.

3. MVBB Data Entry Requirements and Explanation.

a. General Processing.

- (1) You may enter MVBB through MVEI or by free-forming. If you want to make new bulletin

- 5.K.3. a. (1) (Cont'd) board information available and you use an appropriate port code, access MVBB in Entry mode. MVBB responds by requesting input for the total number of lines needed to create the message(s). Supply a number from 1 to 99 and press **SEND**. The next screen displays the requested number of blank lines. Enter your information and press **SEND** when it is complete.
- (2) To change an existing bulletin board, access MVBB in Update mode. MVBB displays the total number of lines which comprise the existing message(s) and asks you to supply the total number of lines the modified information will require. The number you supply must be the sum of the existing lines and the new lines. After pressing **SEND**, MVBB displays the current bulletin board with the appropriate number of new (blank) lines appended to it. Change the information, noting that existing lines are deleted by blanking them out. Press **SEND** after the information has been modified.
- (3) When the existing information needs to be deleted, access MVBB in Retrieval mode. If you have appropriate authority, the message "KEY KILL TO DELETE INFORMATION" appears on the Response line as MVBB displays the bulletin board information. Enter "KILL" on the Command line to remove all previously saved text.
- b. Special Processing.
- (1) Every time bulletin board information is added or changed, the slot adjacent to the MVBB listing on MVEI is changed to the current system date. This date is not modified if you access MVBB but do not make any changes or if, during the same session, you revert changes or if, during the same session, when a MVBB is deleted, the data slot is blanked out.
- (2) When you create or change field information, MVBB removes all blank lines before saving it. To save an image identical to the one you created, all lines must have at least one character entered on them.

SCREEN 1

```
COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
MVBB          MARINE VIOLATION BULLETIN BOARD          30APR86

CURRENT BULLETIN BOARD REQUIRES    4  IMAGE LINES. PLEASE ENTER TOTAL LINE
ESTIMATE FOR NEW BULLETIN BOARD./  1
```

FIGURE 5-15. DATA DEFINITIONS FOR MVBB

SCREEN 2

COMMAND/ MVBB	_____	RESPONSE/ PLS ENTER YOUR RESPONSE	
	MARINE VIOLATION BULLETIN BOARD		30APR86
	--- BULLETIN BOARD ---		
	NARR		

FIGURE 5-15. DATA DEFINITIONS FOR MVBB (Cont)

STEP 1

◆ COMMAND: SEL,8

◆ SEND

```

COMMAND/SEL,8 RESPONSE/ PLS ENTER YOUR RESPONSE
MVEI MARINE VIOLATION ENTRY INDEX 01FEB91

REPORT NUMBER (VR)/ VIOLATION CASE (MV)/ PORT/
ADD VIOLATION INFORMATION TO A POLLUTION CASE (MP).. /
NAME/ VIN/ CALL/ FLAG/

CHARGE...../
SPECIFICATION/
LOG CRITERIA: FROM (SINCE) / TO / NUMBER OF ITEMS.../ 0

--- REPORTS --- -- MODE --
ENTRY RTRV
RECOMMENDATION.....(MVRR) 1 11
REPORT STATUS.....(MVRS) 2 12
REPORT LOG.....(MVRL) * 13

--- SUMMARIES ---
RECOMMENDATION REPORT(MVRSR) 4 14
VIOLATION REPORT.....(MVCSR) 5 15

--- MAINTENANCE ---
ADD VIOLATION INFO...(MVAVI) 6 *

--- ADMIN ---
FIELD INFO..29JAN91.. (MVFI) 7 17
HO'S BOARD..29JAN91.. (MVBB) 8 18

--- VIOLATIONS --- -- MODE --
ENTRY RTRV
CASE DESCRIPTION.....(MVCD) 21 31
STATUS AT DISTRICT.....(MVSD) 22 32
DISTRICT LOG.....(MVDL) * 33

--- CITATIONS ---
CHARGE LIBRARY.....(MVCL) * 34
CHARGE TEMPLATE.....(MVCT) 25 35
SPECIFICATION LIBRARY...(MVSL) * 36
SPECIFICATION TEMPLATE..(MVST) 27 37
KEY WORD LIBRARY.....(MVKL) * 38
KEY WORD ALPHABETIC LIST(MVKW) * 39
    
```

MVBB Entry/Update Changing Bulletin Board Information

STEP 2

- ♦ Enter the number of lines the modified message will require

- ♦

SEND

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
MVBB MARINE VIOLATION BULLETIN BOARD 01FEB91

CURRENT BULLETIN BOARD REQUIRES 4 IMAGE LINES. PLEASE ENTER TOTAL LINE
ESTIMATE FOR NEW BULLETIN BOARD./ 5

STEP 3

- ♦ MVBB responds with the current message and enough blank lines to meet the requested total number of lines
- ♦ Modify the information as is appropriate
- ♦ SEND to save modified information

COMMAND/ _____ RESPONSE/ PLS ENTER YOUR RESPONSE
MVBB MARINE VIOLATION BULLETIN BOARD 01FEB91

--- BULLETIN BOARD ---

WELCOME ONE AND ALL TO THE MARINE VIOLATION

BULLETIN BOARD PRODUCT

APPENDIX A

DATA DEFINITION ABBREVIATION MEANINGS

The abbreviations used in the data definition screens are defined as follows:

- CD = Calendar date. Standard date format is DDMONYR (day's date, 2 col.; month, 3 col.; and year, 2 col.); e.g., 28SEP86. This is an edit value and must be entered in that form.
- CID = Cargo Identification Code. This is the three letter CHRIS code used to identify chemicals in MSIS.
- CIN = Class Identification Number. If assigned by MSIS, this number is in the format of SCxxxxxx where SC stands for Special Class and xxxxxx is a sequential number; for example, SC000201.
- CN = Case Number. Standard format is XXYYRxxxxxx where XX is the 2 character product set prefix, YR is the year and xxxxxx is a sequential number assigned by MSIS; for example, PS86000001. Product set prefixes include MI, MV, MC, MP, PS, and VR.
- CT = Standard clock time; e.g., 12:57AM or 4:30PM. Note that colons are required, spaces are not allowed, and "AM" and "PM" must be added.
- D = Decimal string. May be placed anywhere in the field. If no decimal point is given, MSIS will insert one at the end of the string.
- ENID = Encumbrance Identification.
- FIN = Facility Identification Number. A unique number assigned to each facility by GMVI. The number is in the form of Pxxxxxxx where P stands for platform and xxxxxx is the platform's number as designated by the Mineral Management Service.
- I = Integer string. May be placed anywhere in the field.
- IPN = Involved party identification number. This number is in the form of IPYRxxxxxx where I P is Involved Party, YR is the year and xxxxxx is a sequential number assigned by MSIS; for example, IP8600001.
- LIT = Literal, faithful copy of something; i.e., name, serial number, etc. MSIS will not edit these entries and accuracy is necessary for proper interpretation and analysis.

MBOX = Mailbox number. Standard format is MBYRxxxxxx where MB is mailbox, YR is the year and xxxxxx is a sequential number assigned by MSIS; for example, MB86g482.

MT = Military time. Standard 24-hour clock time; e.g., 1520 = 3:20 p.m. Elapsed time is also entered in the same form; e.g., 1 hour and 15 minutes = 0115. Note that no colons or spaces are included. NOTE - MSIS uses 0 rather than 24g.

NARR = Narrative entry. Enter data or comments in a free-form manner. MSIS places no restrictions on data or comment contents.

NEC = Not elsewhere classified, i.e., none of the above.

PORT = Standard port/unit identifiers.

QCLASS = Subchapter Q Class Number. This is the first six digits of a Subchapter Q Number. All zeros normally appearing in the number must be included when accessing MSIS products; for example, 161045.

QNUM = Subchapter Q Number. Must be at least 11 digits in length and may contain a supplier code as the eleventh digit. All zeros normally appearing in the number must be included when accessing MSIS products; for example, 1611230233.

UID = User identifier.

VIN = Vessel Identification Number. If assigned by MSIS, it is in the form of CgXXXXXX where xxxxxx is a sequential number. A VIN may also have the prefixes DN, ON, and L. Those with an L have a seven digit number.

x = Checkmark. X or blank is allowed. NOTE - Blank is not allowed for validation for some fields.

Y = Yes/No standard, Y or N or blank is allowed. NOTE - Blank is not acceptable for PENALTY ACTION slots.

MSIS MARINE VIOLATION POLICY AND GUIDANCE

1. GENERAL USAGE OF THE MSIS VIOLATION REPORT

- a. Report of Violation. MSO, MIO and COTP units will use the MSIS Violation Report (MVRR) in lieu of the Report of Violation (CG-2636) for violations which are referred to the district for civil penalty action.

This includes violation reports resulting from:

- (1) Port Safety vessel boardings.
- (2) Waterfront facility inspections and other port safety non-vessel violations.
- (3) U.S. vessel inspections.
- (4) Casualty investigations.
- (5) Violation investigations.
- (6) Other CVS or PS activities (except Regional Documentation Center activities).

- b. COTP Letter of Warning. An MSIS Violation Report (MVRR) will also be prepared for every commercial vessel, waterfront facility, and non-vessel violation which results in the issuance of a COTP Letter of Warning.

- c. Water Pollution Violation Report. The MSIS Violation Report does not replace the Water Pollution Violation Report (CG-639) for pollution investigations; however, the MVRR will be prepared and submitted for all pollution cases -- those involving vessels or non-vessels -- for the purpose of violation tracking and logging to the vessel and responsible party histories. The MVRR is the principal report (replacing the CG-2636) for related violations of the pollution prevention regulations or other laws/regulations (excluding criminal violations).

- d. Criminal Violations. Violations which are referred for criminal action should continue to be submitted on a Report of Violation form (CG-2636) and as an MSIS Violation Report (MVRR) for district referral to the U.S. Attorney or other appropriate agency.

- e. S&R Action. Suspension and Revocation Proceedings against a license or document are not currently entered into MSIS.

- f. Violations Not Related to Commercial Vessels. Waterfront facility and other non-vessel port safety violations occurring on or after 1 January 1987 will be reported via MSIS. Non-vessel and non-commercial vessel violations resulting from casualty investigations may be submitted through MSIS according to district policy. All violations resulting from pollution investigations will be reported via MSIS, as discussed in 1.c. above.

1. g. Violations from Other Programs. The MSIS Violation Report will not replace the Report of Violation (CG-2636) for bridge violations, recreational boating violations, or any other violations outside the CVS or PES program areas.
 - h. Violations from Other Units. Violations reported by units other than MSOs, MIO's, and COTP's will not be included in MSIS, except where cases are referred to the MSO, MIO, or COTP for action according to local discretion or district policy. Reporting of such violations through MSIS will in all cases be limited to commercial vessels.
 - i. Combining Violations on One Report. All violations resulting from one activity (e.g., vessel boarding, pollution investigation) should be grouped together within one MSIS Violation Report. For example, a pollution investigation which finds evidence of a spill and a violation of the pollution prevention regulations should result in one NSIS violation report with both violations listed. However, when more than one vessel, non-vessel, or facility is involved, a separate violation report must be prepared for each.
 - j. Preliminary Investigations. MSIS does not do a good job of closing a violation case to file at a unit. Many investigations are started which do not result in evidence of a violation for referral to the district. These investigation "cases" are closed to file at the local unit. If an MSIS violation report is initiated when the investigation is first opened, the only way to close it with no action is to delete the case. The case is then not carried over to the unit's case log, and it is no longer retrievable from the system. Units may choose to file cases this way in order to get more complete open case logs; however, they should be aware that such cases will not appear on any closed case log.
2. PREPARATION OF THE NSIS VIOLATION REPORT AND RECOMMENDATION (NVRR)
 - a. Reference Case. When the MVRR is auto-generated from another activity report (e.g., by entering "Y" in the PSDR Legal Actions field, followed by validation of the associated PSBR), this field is filled in by MSIS. In all other cases, the unit should indicate the MSIS case number for the boarding, inspection, investigation, or other activity which further describes the circumstances or discovery of the violation. The reference case may be the same on more than one violation report, for example when a casualty investigation results in violation reports for more than one vessel. In cases where no MSIS case exists as a reference, enter ADMIN in this field.

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- b. PORT ENDORSEMENT - Supplemental information should be sent separately (by mail or other means) to the district whenever it is necessary in order to support the violation report. This may include such things as photographs, witness statements, or other hard-copy evidence; supplemental information should not include a duplication of information which is already in MSIS or should be in MSIS, nor should it be used for unnecessary narrative when concise details can be provided in MSIS. Comments within the Port Endorsement should include any general information which may be of use in determining penalty action, the degree of culpability, the likely effect of the case on enforcement generally, and the effect which the imposition of a penalty is likely to have on the offender(s).
- c. IDENT - Each IDENT within a violation report must be unique. Any numbering scheme may be used as appropriate. For violation reports which are auto-generated from a Port Safety Boarding Report (PSBR), the IDENTs on MVRR will (at least initially) match those on the discrepancy or deficiency report.
- d. DELETE - An "X" in this field will delete the entire IDENT from the violation report. This may be used to handle a violation which has been opened and then later closed to file at a unit. When all IDENTs on a violation report are deleted, validation of the MVRR will kill the entire violation case.
- e. CFR-USC - The principal purpose of this data field is for analysis of penalty assessment patterns. Enter the CFR citation for the most specific regulation which describes the nature of the violation. This need not be the specific citation for the violation itself. For example, the failure to have required charts refers to 33CFR164. 33 (a) , although technically the regulation violated is 33CFR14.30; in this case, 33CFR164. 33 (a) should be entered in CFR-USC, with 33CFR164.30 entered in either the narrative description or the evidence paragraph. List the citation in CFR-USC exactly as it reads in the regulations (same punctuation, parentheses, etc.) without any spaces.

In cases where no CFR reference exists (i.e., a violation of a statute with no implementing regulation), enter the USC cite in this field.
- f. STATUTORY PENALTY - Indicate the penalty amount provided by law or regulation for each instance or each day of the violation. If a penalty is provided for on a daily basis and the violation existed over a period of more than one

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2. f. (cont'd.) day, use one IDENT, state the daily penalty amount under STATUTORY PENALTY and indicate the number of days in the narrative description paragraph.
- g. DESCRIPTION - Describe the violation concisely and factually, including sufficient information for the Hearing Officer to determine for himself that the circumstances constitute a violation of the cited regulation or law. For specific violations which are mapped by MSIS from a Port Safety Discrepancy Report (PSDR), this section will be filled in initially, but may be changed by overwriting the entry.
- h. EVIDENCE - Include additional details necessary to substantiate jurisdiction and all elements of the violation. Do not duplicate information which is found elsewhere in MSIS, such as gross tonnage of a vessel or location of a boarding, unless special clarification is necessary.

For both the DESCRIPTION and EVIDENCE sections, the narrative must be self-contained for each separate IDENT. The use of "Continued on next Ident" may result in an incomplete violation case file if either of the Idents is subsequently dismissed or assigned to different responsible parties.

- i. PARTIES AGAINST WHOM ACTION IS TAKEN - List all parties for which the regulation or law provides possible penalty action (additional lines can be obtained in update mode after filling up the given lines). For civil penalty cases, the Port Action for each of these parties should be "Refer to District" (code RTD) unless the unit issues a COTP letter of warning. Selection of the responsible party from the list of all involved parties is a district prerogative, not a field unit decision.

Note: Criminal actions require a separate violation report (Cg-2636), as discussed in section 1.d. above. When the same violation results in both civil penalty action and criminal action, the Port Endorsement comments should indicate the related actions being taken.

3. OTHER MSIS DATA IN SUPPORT OF A VIOLATION REPORT

- a. General Requirements. The MSIS Violation Report (MVRR) does not by itself provide all of the required details to support a violation. The MVRR is intended to be considered by the district program manager along with other information in MSIS to provide a complete picture of the violation. This requires that field units verify certain other MSIS data before referring a violation to the district.

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3. b. Vessel Identification & Description. All vessels identified by an MSIS violation report must be "identified" in the MSIS system through the MSIS Vessel File. In addition to the basic identification of a vessel (in VFID), field units should verify, and enter or update if necessary, all vessel descriptive data which supports the Coast Guard's regulatory control over a vessel (the criteria for applying regulations to any particular vessel, such as gross tonnage criteria for the Navigation Safety regulations). This includes, but is not necessarily limited to, the following:
 - (1) registered length
 - (2) gross tons
 - (3) net tons
 - (4) deadweight tons
 - (5) service
 - (6) propulsion type
 - (7) build date, or date keel laid
cargo capacity
- c. Party Identification. All involved parties identified by an MSIS violation report must be identified in MSIS through the Party Name (PN) file. The Party Name Identification (PNID) product should be checked for current address, with special attention to a street address to which certified mail can be delivered. It is critical that field units take care not to re-enter a party which already exists in MSIS, since this would defeat the purpose of creating complete party histories. In addition to being identified in MSIS, owners and operators should be linked to the vessel (for vessel violations) through the Vessel File List of Involved Parties (VFIP). Since MSIS normally maps over the "known" owner and operator of a vessel when MVRR is first executed, VFIP should be updated first. Timeliness is important here, to avoid the possibility of a subsequent owner/operator change which would map over the new owner/operator instead of the one existing at the time of the violation. Should this situation occur, the only option for the unit filing the violation report is to delete the "incorrect" owner and/or operator from the MVRR and add the "correct" involved parties to the MVRR, without any changes to VFIP.
- d. Special Note: Data Controls. Some vessel and/or party data may be "controlled" by a certain program, in order to maintain the integrity of the MSIS data base. U.S. inspected vessels, for example, carry a Certificate of Inspection which is generated with MSIS data. Changes to any of that data require a change to the Certificate of Inspection, which in turn requires a Vessel Inspection

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3. d. (cont'd.) case. Data which appears on a COI should not be changed without first referring the case to MARINE inspection personnel. Similarly, when Vessel Documentation is deployed, changes to data appearing on the Certificate of Documentation will not be made except by documentation personnel.

4. DISTRICT HANDLING OF MSIS VIOLATION REPORTS

- a. Violation Reports vs. Cases. After the district program manager determines the responsible parties for civil penalty action, the MVRR is validated, creating a separate violation case (MVCD) for each party being cited. From this point on, the violation(s) is handled and tracked according to the responsible party instead of the vessel, and tracked by the MSIS "MV" case number instead of the "VR" case number.
- b. Violation Case File. District Hearing Officers do not have direct access to MSIS. They will be provided instead with hard-copy printouts from MSIS, along with supplemental information as needed, to include all data necessary to support the violation report. This may include either the MARINE Violation Case Description (MVCD) or the validated MARINE Violation Report and Recommendation (MVRR), however, these products alone are insufficient. In addition to providing the MVCD (or MVRR), recommended MSIS products include:
 - (1) Vessel File Description Summary (VFDS)
-- or --
Vessel File Particulars Summary (VFPS);
 - (2) MARINE Violation Report & Recommendation (MVRR);
(First page only -- for Port Endorsement);
 - (3) The reference activity report (e.g., PSBR, VIMR, MCIR);
 - (4) Vessel File List of Involved Parties (VFIP)
-- or --
Party Name Identification (PNID) for each party;
 - (5) Vessel File Coast Guard Contact Log (VFCg);
 - (6) Vessel File Violation Log (VFVL);
 - (7) Port Safety Responsible Party History (PSRP);
- c. District (m) Case Review. Before submission to the Hearing Officer, district program managers must carefully review the violation case, with special attention to the correct identification of the responsible party(ies) and the detailed vessel data which supports jurisdiction. Program managers should make use of any other MSIS data, in addition to the above, which helps to provide a complete case file, however excessive or duplicate data should be avoided. For example, either the MVRR or the MVCD will provide the narrative description of a violation; including the Port Safety Discrepancy Report

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4. c. (cont'd.) (PSDR) in the case file, with its narrative description, is redundant and may be confusing. In any case, a good summary of the case file should be provided to the Hearing Officer.
- d. Cases Returned from District (dj). Cases returned by the Hearing Officer to amend the responsible party may require complete regeneration of the violation report at the unit. Cases returned for additional information can normally be handled by providing the Hearing Officer with a supplementary memo from the district program manager. Correction of MSIS data should also be made as appropriate, by either the district program manager or the initiating unit.
- e. Inter-District Transfer of Cases. When violation cases are transferred to another district for action, the case will remain on the MSIS log at the original district and the original district will be responsible for updating case status.
- f. Final Case Action. When final action is completed (e.g., penalty paid, letter of warning issued/not contested, case dismissed, or 30 days after the Hearing Officer's decision is delivered), the district program manager must enter the resolution for each specific violation on the MARINE Violation Case Description (MVCD) to close the violation case. Intermediate updates of the resolution status (before final action) may be made at the district's option.

5. CASE INVALIDATION AND CASE DELETION

- a. Unit Validation of Violation Report. Validation of the MSIS Violation Report (MVRR) by the port passes control of the violation report teach specific violation with RTD action) to the district program manager. If changes are required after unit validation, the district program manager may return the MVRR for revision as necessary at any time prior to district validation. This is done by checking (x) "Return for Revision" in the District Endorsement paragraph of the MVRR.

Unit validation also writes an entry to the vessel/party violation histories for each COTP Letter of Warning issued. Since this constitutes final action, these entries are not erased by returning an MVRR for revision. Correction of these entries must be made by Headquarters (see paragraph 5.d. below).

- b. District Validation of Violation Report. Validation of the MVRR by the district locks the MVRR from any further changes and creates one or more MARINE Violation Case

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5. b. (cont'd.) Descriptions (MVCD) --one for each involved party cited. District validation also deletes any violation which is dismissed by the program manager. Changes to the MVRR after district validation require case invalidation by Headquarters (see paragraph 5.d.).
- c. District Validation of Violation Case. The entry of final action codes (1 e., penalty paid, uncollectable dismissed, warning, or administratively closed) for 1 specific violations within a violation case (MVCD) results in the case being closed. Changes to the MVCD after the case is closed also requires Headquarters action.
- d. Requests for HQ Invalidation. Headquarters (G-MP-4) will invalidate or delete cases only upon request of the initiating unit/district. Requests must be sent by letter or MSIS mailbox to Commandant (G-MP-4)--port code GMP--and should include the reason for the request, the MSIS case number and the case date. G-MP-4 will maintain a record of all case invalidations and deletions.
- e. Caution for Invalidation. Invalidating a case is not a trivial process, since validation updates port logs, writes vessel and party histories, generates morning reports, and possibly creates additional MSIS cases. Some cases may not be able to be invalidated because of the complexity of the processing which has already taken place. Commands must use extreme care when validating cases, keeping in mind that MSIS validation is equivalent to the Commanding Officer's signature. Validation is supposed to be the final step in the review process. Frequent requests for invalidation reflect inadequate review.